



4000 ARLINGTON BLVD • ARLINGTON • VIRGINIA • 22204

Foreign Service Institute Course Schedule and Tuitions

October 1, 2011 - September 30, 2013

FY12-FY13



U.S. DEPARTMENT OF STATE

GEORGE P. SHULTZ NATIONAL FOREIGN AFFAIRS TRAINING CENTER

<http://fsi.state.gov>

For course descriptions, please see accompanying Course Catalog.

Foreign Service Institute

at the George P. Shultz National Foreign Affairs Training Center



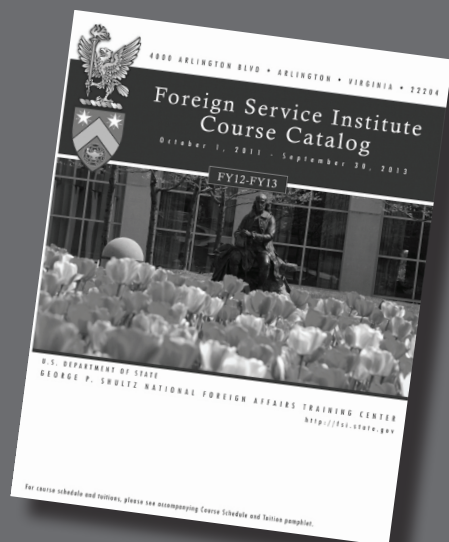
The Foreign Service Institute is the Department of State bureau that provides training to Department of State personnel and the personnel of the Foreign Affairs community. FSI offers more than 700 courses, including training in over 90 languages, through classroom instruction and distance learning. Presently, over 200 FSI courses are online, meeting the expanding needs of employees throughout the world. The courses are designed to promote successful performance in each professional assignment, to ease adjustment to other countries and cultures, to promote meaningful family experiences and to enhance the leadership and management capabilities of the foreign affairs community.

The main facilities of the Foreign Service Institute are located on the 72-acre campus of the George P. Shultz National Foreign Affairs Training Center in Arlington, Virginia, just ten minutes from the main Department of State building in Washington, D.C. Classes are held at various locations throughout the metropolitan area, regional training centers and posts throughout the world.

The Shultz Center is a historically significant site. Originally the home of Arlington Hall Junior College, it later served as a U.S. Army installation, known as Arlington Hall Station. In 1989, the land and buildings were transferred to the Department of State to be used for the training of foreign affairs personnel. Historians have deemed the site noteworthy "for its local architectural importance and nationally significant role in American military intelligence operations during World War II." Four structures dating from the early history of the site as a junior college have been renovated and incorporated into the training center. The training facility was named in honor of George P. Shultz, Secretary of State, 1982-1989, who was instrumental in the establishment of the facility.

Most courses offered from October 2011 through September 2013 are listed in this publication. Courses are added throughout the year and are advertised on the FSI Web Page, through the Department of State's intranet. If you have questions, please contact the Office of the Registrar at 703-302-7137/7144 or at FSIRegistrar@state.gov.

The FSI Course Catalog has a new companion this year! While the catalog provides general information such as registration procedures, course descriptions and audience requirements, this Course Schedule and Tuitions booklet identifies course dates/times, locations and other important training information you will need to enroll in a course. So when you are planning to take a class, please ensure that you cross-reference the FSI Course Catalog with this Course Schedule and Tuitions to make your registration process a breeze!





How to use this catalog

1. How do I find course schedules?

Course Schedules are organized under the course themes (shown at right).

2. How do I find course descriptions?

Course Descriptions are found in the FSI Course Catalog.

3. How do I register?

See **Admissions**, page 1-2 or visit FSI's OpenNet Web site at <http://fsi.state.gov>. General questions may be directed to "Ask FSI."

4. How do I learn more about the George P. Shultz National Foreign Affairs Training Center (the Shultz Center)?

The **Introduction**, pages 1-17, will answer your questions about the Foreign Service Institute with its language, area, professional, leadership and management training and the Transition Center workshops.

5. How do I get to the Shultz Center?

Maps and transportation guides begin on page 66.

6. Where do I find general student information?

General Information, pages 1-5, answers the most common questions. For additional information, **contact the Office of the Registrar at FSIRegistrar@state.gov** (703-302-7137/7144). Other office numbers can be found within individual courses and on page 6 of the **Introduction**.

7. How do I reach someone in training?

Call 703-302-7137 or -7144, or fax 703-302-7152, 7:30 a.m. to 5:00 p.m. In emergencies, messages are delivered to the classroom. Otherwise, messages and official mail for students are placed in mail slots outside the FSI Office of the Registrar, Room F1245.

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SYMBOLS

The symbols listed after a course code or title alert you to something special about that course. In most cases there is additional information explained at length in the FSI Course Catalog listing. A brief key for these symbols is printed at the bottom of each page of the Schedule of Classes, but a more complete explanation is provided below:

Classroom Courses

Alternate Schedule:

- E Evening Schedule**
Training is scheduled after 5:00 p.m.
- W Weekend Schedule**
Training is scheduled on a Saturday.

Additional Requirement:

- C Clearance Required**
A Security Clearance is required. Please refer to the FSI Course Catalog course descriptions for required clearance level.
- F FasTrac Component**
Course includes either optional or required enrollment to the FasTrac Distance Learning Program.
- N Nomination**
Course requires written recommendation by the employee's supervisor, to be included in the online application.
- P Prerequisite**
Prior to course start, students are required to complete specific course(s).
- R Recommended Preparation**
Prior to course start, students are given suggestions as courses to complete.

Distance Learning Courses

Unless noted with one of the symbols below, most FSI distance learning training is offered via the Internet or FSI LearnCenter on a self-paced basis. Students have 90 days to complete courses.

- D DVC**
Instruction provided via a scheduled "digital video conference," allowing for real-time communication between students and the instructor using a two-way audio, two-way video feed. Multiple visuals can also be incorporated such as PowerPoint and video, making this delivery method one of the most interactive available.
- I Internet**
Instruction is provided via the Internet, but not on the FSI LearnCenter.

- M LearnCenter, Mentored Training**
Instruction is provided via the Internet on the FSI LearnCenter; courses are mentored by a FSI instructor. Students begin and end training as a group and complete assignments and/or exams according to a set training schedule. In most cases, all communication between instructor and student is electronic, as is the submission of assignments and examinations.
- O OpenNet**
Instruction is provided via the Department of State's OpenNet.
- W Webinar**
Instruction is provided via the Department of State's OpenNet, generally as a presentation, lecture, workshop or seminar, according to an established training schedule. Students login from their computers to take part in the webinar.

Online Class Search

Department of State employees can also visit us online on the Department's OpenNet at <http://fsi.state.gov>. Click Course Schedules & Registrations, and then select the search options for the classes you want. You can search by course title, theme, training dates, location, etc.

Non-State students may visit us online at <http://fsitraining.state.gov>.

General Information

General information about FSI courses can be found on the Department of State Open-Net at <http://fsi.state.gov>.

Access to the Facility

- Federal Workdays: 7:00 a.m. to 6:00 p.m.
- Weekend and Holidays: 8:00 a.m. to 5:00 p.m.
- Department of State ID badge holders may enter through any one of the card reader access points along the inner perimeter fence or the Visitor's Center.
- Others must enter through the Visitor's Center. An escort may be required.
- Picture identification is required.
- All student and visitor badges must be returned to the Visitor's Center when the course is completed.
- All weekend and holiday access for staff and students is through the Visitor's Center.

Holders of Department of State badges not coded for the Shultz Center, who need access to the facility for an extended period of time, may request access by completing a request access form from the FSI General Services Office, Room F2131. Difficulties or issues regarding badges should be directed to the ID Services Customer Service Center at: idservicescsc@state.gov or telephone 202-647-1775.

Accreditation/ Certification

The Foreign Service Institute, whose mission is to "develop the men and women our nation requires to fulfill our leadership role in world affairs and to defend U.S. interests," is the primary training institution for the U.S. Foreign Affairs community. Although not accredited as an academic institution, optional programs afford students the opportunity to obtain academic credit for training completed at FSI.

The Foreign Service Institute participates in the American Council on Education's College Credit Recommendation Service. Several FSI courses and language proficiency tests have been designated for ACE CREDIT recommendation at either the undergraduate or graduate level. Students wishing to participate in this program must declare their intention of pursuing CREDIT recommendation two weeks prior to course

start date. To obtain CREDIT recommendation, program participants will be required to complete additional coursework or achieve a specified final exam/test score. Students then apply to ACE to request an ACE transcript be forwarded to their college or university. Please note that while ACE recommendations are honored at many colleges or universities, the institution has the discretion to use, modify or reject the recommendation.

FSI courses, or language proficiency tests, available for ACE CREDIT recommendation are identified in the FSI course descriptions. Students may review ACE CREDIT recommendation requirements by visiting the FSI online catalog or by requesting information from the course manager. Due to additional requirements, all course offerings may not be available for ACE Credit recommendation. Students should verify availability prior to enrollment by contacting the course manager or the FSI Office of the Registrar at FSIRegistrar@state.gov.

Training and/or language proficiency tests that were completed prior to FSI's participation in ACE CREDIT cannot be considered for recommendation. Visit the ACE Web site at <http://www.acenet.edu/nationalguide> to view a comprehensive approved course list, which includes the course acceptance date and credit recommendation.

Many courses available through the FasTrac Distance Learning Program have also been recommended for ACE CREDIT recommendation. Please visit the ACE Web site at <http://www.acenet.edu/nationalguide> for complete information on this program.

If the course is not designated for ACE CREDIT recommendation, students who have been accepted to an academic institution may request that institution grant academic credit for training taken at FSI. The FSI Registrar can issue, upon written request, an official transcript and course content memo to the student or institution(s). Students who are currently enrolled in FSI courses should discuss their intent to request academic credit with the course manager who may assign additional coursework or administer an examination prior to recommendation for academic credit. It is the college's or university's

decision to approve credit for FSI courses or language proficiency tests.

Some courses available through the FasTrac Distance Learning Program may qualify for college credit or Continuing Education Units. Additionally, these courses may prepare Information Technology professionals for vendor certifications. Please refer to the School of Applied Information Technology's Web site at <http://fsi.state.gov/fsi/sait/> for more information.

The decision to seek academic credit for an FSI course is entirely at the student's discretion and is an option made available by FSI for those students who may find it useful in their future academic studies; however, while the student may fulfill the FSI stated requirements, the university, college or training institution may accept, modify or reject the recommendation at their discretion.

To request a transcript and/or course content information, please e-mail the Registrar's Office at FSIRegistrar@state.gov.

Address

U.S. Department of State
Foreign Service Institute
George P. Shultz National Foreign Affairs
Training Center
Office of the Registrar, Room F1245
Washington, D.C. 20522-4201

E-mail: FSIRegistrar@state.gov
Fax: 703-302-7152

Admissions

Department of State Requests for Training (Direct-Hire Employees)

- Apply online on the FSI Web Page at <http://fsi.state.gov>.
- Foreign Service employees and their eligible family members may also apply through the employee's Career Development Officer.
- An approved training application must be submitted before a student will be admitted to class. A separate application is required for each course.
- Required approval signatures (i.e., supervisor and training officer) must be included (if application is submitted online, approvals are processed electronically).

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General Information

Senior Foreign Service and Senior Executive Service are exempt from the approval process.

Check the catalog course description for audience information.

Non-Department of State Requests for Training (SF-182)

- Non-State personnel must submit an SF-182 at least five working days prior to the class start date. If a request is submitted within five working days of the class start date, the fee becomes non-refundable. Applications paid by credit card and received 10 working days (or less) prior to start of the course are non-refundable (for details please see the Cancellations, "No Shows" and Incompletes section, page 2).
- The tuition schedule, found in the "Course Schedules and Tuitions" booklet, is subject to change at the beginning of each fiscal year. For example, if you request a course in June that begins after October 1st, the tuition is subject to change, as the rates are adjusted annually.
- An approved training request must be submitted before a student will be admitted to class. A separate application is required for each course.
- Requests should be typed and all information completed, including the following:
 - Agency Locator Code for non-State applicants (Section C-5 of SF-182).
 - Department of Defense applicants may enter Disbursing Station Symbol Number (DSSN), in lieu of the Agency Locator Code (Section C-5 of SF-182).
 - All required approval signatures (i.e., training officer, supervisor and authorizing officer), and address and point of contact.
 - Approval of tuition costs in signature of an appropriate authority of the employee's bureau or agency for the employee or family member.
 - Clearly identified fiscal information.
- Department of State contractors must also submit an approved "Contractor Officer Approval Memo" (see FSI Web Page <http://fsi.state.gov>).

Questions regarding enrollment should be directed to the FSI Office of the Registrar at 703-302-7137/7144 or e-mail at FSIRegistrar@state.gov. See also information under *Cancellations*, "No-Shows" and *Incompletes*, page 2.

Samples and instructions for completing the applications are included in this catalog (see pages 7-10). Visit OPM's Internet Web site at <http://www.opm.gov> or the Department's intranet Web site: <http://fsi.state.gov> to download an SF-182.

Attendance in Class (see also "Leave")

Listed below are the requirements for a student to receive course credit (i.e., for the course to appear on official transcript of training):

- SAIT and SPAS
 - Require 100% attendance of class hours.
- LMS, SLS and TC
 - While 100% attendance is preferred, will grant credit if the student meets the 80% attendance requirement.
- All Schools
 - When a course has an exam requirement, credit will be given when the student meets the attendance requirement **and** achieves a passing score on the exam.

FSI also has a "No-Show/Incomplete Penalty" policy, separate from the above crediting policy. See information under *Cancellations*, "No-Shows" and *Incompletes*, page 2.

Cancellations, No-Shows and Incompletes

Department of State Students

- State Department students may cancel or reschedule training through the Student Online Records Web site, by e-mail to FSICourseCancel@state.gov or through their training office. Foreign Service employees, whose training is processed through their CDO, should contact him/her to cancel or reschedule.
- Students must cancel requests at least five business days prior to the course start date.
 - Bureaus will be charged an amount equal to the tuition fee if the student is a "no-show" for the training.
 - Bureaus will be charged an amount equal to 50% of the tuition fee if the student's attendance is "Incomplete" (i.e., less than 80% attendance).
 - Bureaus may provide a substitute student to avoid "no-show" penalties. That student must submit an approved training request prior to the course start.

He/she may also bring the application to the Office of Registrar, Room F1245, the morning of the training.

- Credit card receipts are provided upon request within five to seven business days.
- Waivers for State employees, including those for illness or a family emergency, are at the discretion of the Registrar. Requests for all waivers should be sent in writing to the Registrar (e-mail is acceptable to FSIRegistrar@state.gov).
- Department of State bureaus are responsible for determining accountability for no-shows and incompletes and for taking appropriate action within the bureau.

Non-Department of State Students

- Non-Department students may cancel or reschedule training through e-mail to FSICourseCancel@state.gov or fax to 703-302-7152.
- If payment is made with a government purchase card, agencies must notify the FSI Office of the Registrar in writing, 10 working days before the course begins to avoid a no-show penalty (e.g., if training start date is Monday, 03/26/12, the last date to cancel is Monday, 03/12/12). Government purchase cards are charged 10 working days in advance of the start date; therefore, a cancellation received after this point is non-refundable.
- If training is funded through a purchase order, agencies must cancel at least five working days prior to the course start date, to avoid their agency being charged a "no-show" penalty. The notification should be sent in writing to the Office of the Registrar.
- Agencies may provide a substitute student to avoid "no-show" penalties. An authorized training request must be received by the FSI Office of the Registrar prior to the substitute attending the class.
- Waivers, including those for illness or a family emergency, are at the discretion of the Registrar. Requests for all waivers should be sent in writing to the Registrar (e-mail is acceptable to FSIRegistrar@state.gov).
- For full-time language training, a fee equal to one week's tuition will be charged for each week the student remains in a "no-show" status. No-shows for language tests will be billed at the full test rate.

The Office of the Registrar will send e-mail confirmation to the student and training office when request is processed. If e-mail is not received contact the office to confirm.

FSI bills DoS bureaus on a quarterly basis for no-shows and incompletes.

Language Testing Cancellation Policy

Requests for cancellations must be made at least two full working days (i.e., days excluding weekends and federal holidays) in advance of the test date. A Thursday appointment should be cancelled no later than COB Tuesday, a Monday appointment by COB Thursday, and so on.

Career Development and Long-Term Training

In addition to the training opportunities offered at FSI, other career development opportunities are available to Department of State employees.

The Bureau of Human Resources announces long-term training opportunities every year. These range in length from six months to a year or longer. Examples of senior long-term training are the National War College and senior fellowships. Mid-level training opportunities include such programs as the Armed Forces Command and Staff College, the Dean and Virginia Rusk Fellowship program and the Una Chapman Cox Sabbatical Leave Program. Career development programs such as Senior Executive Service, Excellence in Government Fellows, USDA's Executive Development Program, New Leader Program and Aspiring Leader Program are available through HR. These programs are listed on the Department's HR Web site and are announced in Department Notices.

Carpools

A Carpool Bulletin Board is located in the Cafeteria building to assist persons in forming or joining carpools.

Child Care

The childcare center accommodates approximately 70 children. Children of Department of State employees in training in the Washington, D.C. area are eligible. Details are available on the FSI Web Page on the OpenNet, or by contacting the provider Beatrice Tierney (phone: 703-302-7501; fax 703-302-7503 or e-mail: childrensintl@aol.com). The FSI contact is Hope Jacobs, who serves as the Contracting Officer's Representative for the childcare facility (e-mail: JacobsH@state.gov; phone: 703-302-7264).

Directions

The George P. Shultz National Foreign Affairs Training Center is located at the junction of Arlington Boulevard (Route 50) and George Mason Drive. Traveling west from Washington, D.C. on Arlington Boulevard, exit on the right at George Mason Drive, turning left at the traffic light. Turn left again at the next traffic light at the end of the overpass, onto Arlington Boulevard service road. Enter the Shultz Center at the second entrance on the right. (See Maps, page 77.)

Distance Learning

"Distance Learning" is defined as any formal coursework¹ (for which credit is granted) where the instructor and student are separated geographically or where there may not be an instructor at all; however, instructional tools are built into the course. Distance learning may be "synchronous" (i.e., live, real-time course delivery using a variety of communication modes) or "asynchronous" (i.e., any training where interaction is delayed or there is no direct interaction with an instructor). Within distance learning, there are several delivery methods which can be considered synchronous, asynchronous or both:

- **Blended (*Asynchronous/Synchronous*):** Any possible combination of educational delivery methods (i.e., classroom with online, online with text-based, classroom with CD-ROM, online and CD-ROM, etc.) that maximizes the student's learning experience.
- **CD-ROM (*Asynchronous*):** Instruction provided on a compact disc, with read-only-memory, designed to store computer data in the form of text and graphics. The format may be interactive through the use of a variety of technologies; however, the exchange of information is not. Communication with a Department contact may be available as directed in the specific course description.
- **DVC (*Synchronous*):** Instruction provided via a "digital video conference," allowing for real-time, synchronous communication between students and the instructor using a two-way audio, two-way video feed. Multiple visuals can also be incorporated such as PowerPoint and video, making this delivery method one of the most interactive available.
- **Online (*Asynchronous/Synchronous*):** Instruction is provided via the Department of State's OpenNet or the Internet, usually through the FSI LearnCenter. In

most cases, all communication between instructor and student is electronic, as is the submission of assignments and examinations.

- **Text Based (*Asynchronous*):** Instruction provided by mail, through the exchange of lessons and examinations between the Department and the student. Materials are text-based; communication with a Department contact is available via e-mail.

In some courses, you can set your own pace; in others, you will be mentored, or guided by an instructor. Distance learning is a convenient and highly personalized way to learn.

¹FSI utilizes a variety of multimedia in both its distance learning and classroom training such as podcasts, video clips, audio files, etc., which can be accessed on-demand.

Dress/Classroom Atmosphere

The classroom atmosphere at FSI is somewhat less formal than that of a government office and the grounds of the Shultz Center are ideal for walking, jogging, etc. At the same time, it is a place of business and students should dress with this in mind.

- Coats and ties are normally not required, but neat sport shirts or open-collared dress shirts, sweaters and slacks are appropriate.
- Dresses, slacks, blouses and sweaters are appropriate.
- Shorts, "tee" shirts, halter-tops and flip-flop type footwear are not appropriate.

Senior diplomats from foreign embassies and other high-level officials frequently lecture in FSI courses or visit the Institute. Instructors will try to inform students in advance of such visits. Students are to be dressed for business to meet with these individuals.

FSI is the student's duty station for as long as he or she is enrolled. The business here is learning. This means that students are expected to be alert, to participate and to display courtesy towards all FSI employees and fellow students. Students are expected to be on time and to remain in class until the session is completed.

External Training

Department of State employees assigned domestically or while in the U.S. are

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eligible to take training provided by other government agencies or domestic training institutions, colleges, universities and private vendors.

The Office of the Registrar manages the Department of State's External Training Program, reviewing and approving all requests for external training, including conferences and seminars, and maintaining external training records. External training may be bureau-funded or FSI-funded, subject to funds availability.

The FSI Office of the Registrar reviews and approves external training requests according to the following criteria:

- A course of the same or similar content is not available at FSI. In those cases where there are questions regarding duplication, the training request will be sent to the appropriate FSI school for review.
- The training is job, career or mission-related training.
- The student has no outstanding training evaluations from prior courses funded by the Department of State.

To request external training, employees complete an online application for training at least four weeks prior to the training start date. The final application may include:

- A signed DS-3070 *Training Agreement*.
- A *Continued Service Agreement* is required if the training exceeds 80 hours.
- DS-4025 *Application for Sponsorship of After-Hours Study* is required if the request is for a college or university course.

Visit the FSI Web site at <https://fsicsapps.fsi.state.gov/SF182/login.aspx> to complete the online application.

Funding for external training is subject to funds availability and there are some restrictions:

- There is a cap on the amount of tuition that may be funded by FSI. Please contact your bureau training officer for information on funding limits. Bureaus may pay full tuition for training that exceeds the cap for FSI-funded training; however, the student may not pay the difference.
- Tuition may not be split between funding sources.
- Language training, conferences, workshops and seminars may not be funded

through the FSI External Training Program, but may be funded by bureaus.

- FSN training is not funded through this program.

For additional information Department of State employees may refer to the Registrar's Office Web Page on the OpenNet at <http://fsi.state.gov/admin/reg>, contact their bureau training officer or FSI Office of the Registrar at 703-302-7137/7144 or e-mail FSIRegistrar@state.gov.

Language Proficiency and MLAT Testing

Department of State employees should contact the FSI Continuing Training and Testing Division at 703-302-7125 to schedule the Language Proficiency test and the Modern Language Aptitude Test. Appointments must be made at least two weeks in advance (see Accreditation/Certification page 1).

Employees of other agencies may arrange for proficiency and MLAT testing through their agency training office. This service is provided to non-State agencies on a reimbursable basis. (Exception: The cost of language proficiency tests is included in the tuition for Basic and Beyond Three Advanced language training (L_100/101) if the student receives at least 100 hours of training.)

Leave

Students should not expect to take leave while they are in training because courses are carried out on a continuing basis.

Short-term courses (less than six weeks) require the student to be present for 80% (100% for School of Applied Information Technology and School of Professional and Area Studies) of the course class hours, to receive credit for the course; otherwise, the student must retake the course.

Some long-term courses have occasional optional leave days and class breaks—typically between December 25th and January 1st—when students may take annual leave. Students not wishing to take annual leave during these periods may remain in training, engage in full-time self-study at FSI, or engage in other activities arranged with FSI and their parent agencies.

Department of State students assigned to FSI who wish to take annual leave on optional leave days, or who need to take

emergency annual leave, should submit an OPM-71 *Application for Leave* to their training supervisor. The training supervisor may consult the assignments officer as appropriate. If a student in long-term training must miss a class session due to medical appointments or other official requirements, approval must be obtained in advance from the student's training supervisor. In the event of absence resulting from illness, students should inform the training supervisor by phone. When the student returns, he/she should submit an OPM-71, which has been signed by the training supervisor. FSI may require a doctor's certification in conformance with 3 FAM 3423.

Department of State students in long-term training who are assigned to FSI or post-to-post and TDY orders should record all absences on a timesheet, which is available in the Office of the Registrar and is submitted biweekly for payroll purposes. Documentation of any leave taken must be attached to the timesheet. Both the student and the training supervisor, both of whom are accountable for the accuracy of the data, must sign the timesheet. Check with the Office of the Registrar if you are not sure of the correct procedure for reporting your time and attendance.

Messages

FSI e-mail accounts are available for students who are in long-term training (six weeks or longer). Request forms are available in the Office of the Registrar, Room F1245. Requests are submitted to the Office of Management Information Systems, Room F1304. Computers for student use are available throughout the Institute.

Mail slots are located outside of the FSI Office of the Registrar, Room F1245 for student messages. Emergency messages for a student will be delivered to the student's classroom. Students are responsible for checking their mail slots throughout the day for messages, faxes and official mail. Messages may be left at 703-302-7137 or 703-302-7144 from 7:30 a.m. to 5:00 p.m., Monday through Friday.

Parking

- Short-term parking for approved individuals is available for \$5.00 per day, paid to the parking attendant at the entrance kiosk. Individuals will receive a placard to complete and place in their windshield. Shultz Center permit parking is very limited and only available on a space

available basis. We strongly encourage the use of Metro or the State shuttle bus. We must caution that a parking space may not be available.

- Monthly parking permits are available for staff and students who are assigned to FSI for longer periods. The cost is \$10 a month, subject to an annual review and possible adjustment. Applications must be submitted through the FSI Web Page on the OpenNet at <http://fsi.state.gov>.
- Two-hour visitor parking is available in the visitor parking lot, next to the Visitor's Center.
- Lots P1 through P4 are for individuals who park at FSI on a daily basis.
- By agreement with Arlington County and local citizens groups, no parking is permitted on South George Mason Drive or in the neighborhood adjacent to the campus.

Special Needs Accommodations

The Shultz Center was designed to accommodate students and staff with special needs. The sidewalk and hallway ramps, restrooms, doors and elevators provide access for those with special needs. In addition, most of the door signs to classrooms and offices are in Braille, and a TTY phone is available for use in the Office of the Registrar, room F1245.

Department of State students requiring additional services (e.g., readers, interpreters, etc.) should contact the Disability/Reasonable Accommodations Division (HR/ER/DRAD) of the Office of Employee Relations HR/ER/DRAD, at 202-261-8173.

Non-State students requiring additional services must make arrangements through their parent agency. The parent agency is responsible for payment of services.

All students should indicate their requirements on the training application and also contact the individual School program office to ensure that the School will be prepared on the day of training.

Training Toolkits

FSI has developed several training toolkits to assist Department of State employees and supervisors in identifying training and development opportunities. These include *Foreign Affairs Community Life Skills*, *Language, Leadership and Management*, *Civil Service Employees*, *Foreign Service*

Generalists, and *Training Resource Guide for Foreign Service National Employees and Locally Employed Staff*, among others. These training toolkits are available on the FSI OpenNet at <http://fsi.state.gov>.

Transcripts

Official transcripts of completed courses may be obtained by sending an e-mail request to the FSI Office of the Registrar at FSIRegistrar@state.gov. Unofficial transcripts are available on the FSI Web Page under *Student Records Online* (<https://fsiapps.fsi.state.gov/fsirecs/Login.aspx>). Students who are pursuing ACE CREDIT recommendation must contact ACE directly for a transcript (see Accreditation/Certification page 1).

Transportation Services

State shuttle bus service is available during the workday between Main State and the Shultz Center. An acceptable form of identification must be presented to board the shuttle bus.

Schedules are available in the C Street lobby at Main State, the Shultz Center Visitor's Center, the FSI Office of the Registrar, Room F1245 and on the Department of State OpenNet Web site.

Public transportation (Metrorail/Metrobus):

- **Ballston Metro Station** on the Orange Line is the closest stop to FSI. From the Ballston Metro Station, take 22A (Pentagon) Metrobus to the bus stop at the Shultz Center entrance on South George Mason Drive and Sixth Street. To return to the Ballston Metro Station from the Shultz Center, take the 22A (Ballston) Metrobus.
- **Rosslyn Metro Station** is another option. Take the 4A (Culmore) Metrobus southbound to the bus stop on Arlington Boulevard (Route 50) across from FSI. You must cross the highway overpass and enter the facility through the Arlington Boulevard entrance. To return to Rosslyn Metro station, take the 4A (Rosslyn) Metrobus, northbound from the bus stop at the entrance on Arlington Boulevard entrance.

Schedules and routes periodically change, so please check the Washington Metropolitan Area Transit Authority Web site at <http://www.wmata.com> or call Metro directly at 202-637-7000.

Tuition and Reimbursements

No tuition is charged for direct-hire U.S. government employees of the Department of State to attend regularly scheduled training. Bureaus are charged, however, if an employee fails to attend class (see *Cancellations*, *No-Shows*, and *Incompletes*, page 2). Bureaus may be asked to pay for specially requested programs or to develop new programs or special offerings.

Non-State employees shall pay for the training according to the tuition schedule, located in the "Course Schedules and Tuitions" booklet, under the provisions of the Economy Act and the Foreign Affairs Reform and Restructuring Act.

Other agencies may request special programs. Funding for such programs will be required.

Tuitions are subject to change at the beginning of each fiscal year. For example, if you request a course in June that begins after October 1st, the tuition is subject to change because the rates are adjusted annually.

Language training will be billed as a full week, regardless of the day of the week on which the training starts or ends.

Please direct questions on the reimbursement policy to the FSI Budget Office at 703-302-7467.

Weather-Related Closings

The Foreign Service Institute is a federal government facility and part of the Department of State; therefore, it follows the policies determined by the Office of Personnel Management for delayed closings, early dismissals, or delayed arrival policies for the federal government.

The Office of Personnel Management normally notifies the news media by 6:00 a.m. when one of these events occurs. Students should listen to their local radio or television stations for information or check the OPM Web site at www.opm.gov for the federal government announcement.

Long-term students of FSI should discuss notification processes with their Division Coordinator or Language Training Supervisor.

Contact Numbers

For general course and registration information, contact the FSI Office of the Registrar:

E-mail: FSIRegistrar@state.gov
Telephone: 703-302-7137 or 7144
TTY Phone: 703-302-7449
FAX: 703-302-7152
Student Messages: 703-302-7137 or 7144

For information on specific programs, contact individual department chairs.

For other information, contact the Office of the Registrar, at 703-302-7137/7144, e-mail at FSIRegistrar@state.gov, fax 703-302-7152, or the Executive Director for Management, Catherine Russell, at 703-302-6729, FAX 703-302-7227.

Visit FSI online at:

Intranet: <http://fsi.state.gov>
Internet: <http://fsitraining.state.gov>

Executive Office for Management

EXECUTIVE DIRECTOR
703-302-6729

AUDIO VISUAL FACILITY
703-302-6788

BUDGET AND MANAGEMENT OFFICE
703-302-7283

GENERAL SERVICES/ACQUISITIONS
703-302-7233

HUMAN RESOURCE OFFICE
703-302-6813

INSTRUCTIONAL SUPPORT DIVISION
703-302-7153

OFFICE OF MANAGEMENT INFORMATION SYSTEMS
703-302-7201

OFFICE OF THE REGISTRAR
703-302-7137/7144

Leadership and Management School

703-302-6743

CRISIS MANAGEMENT TRAINING
703-302-7398

EXECUTIVE DEVELOPMENT
703-302-7193/7194

LEADERSHIP TRAINING DIVISION
703-302-7199

POLICY LEADERSHIP DIVISION
703-302-7117

School of Applied Information Technology

703-302-6957

BUSINESS APPLICATIONS
703-302-6750

ENTERPRISE TECHNOLOGY
703-302-9001

RESEARCH, LEARNING AND DEVELOPMENT
703-302-7357

School of Language Studies

703-302-7242

EAST ASIAN AND PACIFIC LANGUAGES
703-302-7297

EUROPEAN AND AFRICAN LANGUAGES
703-302-7061

NEAR EAST ASIAN LANGUAGES
703-302-7291

ROMANCE LANGUAGES
703-302-7066

SLAVIC LANGUAGES
703-302-7061

CONTINUING TRAINING AND TESTING
703-302-7125

School of Professional and Area Studies

703-302-6940

AREA STUDIES
703-302-6859

CONSULAR TRAINING
703-302-6773

CURRICULUM AND STAFF DEVELOPMENT
703-246-2348

ECONOMIC AND COMMERCIAL STUDIES
703-302-7256

MANAGEMENT TRADECRAFT TRAINING
703-302-7246

OFFICE MANAGEMENT TRAINING
703-302-6923

ORIENTATION
703-302-6996

POLITICAL TRAINING
703-302-7184

PUBLIC DIPLOMACY
703-302-6870

STABILITY OPERATIONS
703-302-6917

Transition Center

703-302-7272

CAREER TRANSITION CENTER
703-302-7407

**THE OVERSEAS BRIEFING CENTER
(INFORMATION CENTER)**
703-302-7275

TRAINING DIVISION
703-302-7268

Training Application(s)

An approved application must be submitted before a student will be admitted to training. For more information, see Admissions, page 1.

Department of State Applications

The online application system is available to direct-hire Department of State employees, personal services contractors and eligible family members through the DoS OpenNet. This automated system is accessed through the course descriptions via the FSI Catalog (<http://fsi.state.gov>). Combined with FSI Student Records Online, Department of State employees can submit, track and review their training schedules with ease.

Located on a secure site within the FSI Web Page (<http://fsi.state.gov>), the online application system allows you to submit your training application, print a copy for your records and track the progress of your application as it moves through the approval process. In addition, FSI Student Records Online (<https://fsiapps.fsi.state.gov/fsirecs/Login.aspx>) allows you to review, reschedule, cancel and/or print your complete schedule of upcoming training (i.e., classroom, distance learning and external training). You may also print a combined unofficial student transcript of all completed FSI, distance learning, DSTC and external training.

Application for FSI Training

The automated application for FSI training should be used by students requesting FSI classroom or distance learning training (foreign service may also request training through their Career Development Officer). An example of a "blank" automated application is provided for your review. For external training application procedures, see *Application for FSI External Training*. Whenever possible, the system will autofill all available requested information (see page 8).

The standard application requires the following information:

- Requested Course
- General Student Information (e.g., name, position, etc.)
- Supervisor/Training Officer (SFS/SES excepted)
- Travel/Per Diem (if applicable)
- Remarks (i.e., special considerations)

Applications to some FSI courses, such as SAIT technical courses or where selection is by nomination, will require additional information. In these cases, an addendum to the application will be included.

Application for FSI External Training

Students who are eligible for the FSI External Training Program (reference page 3) should use the automated external training application, located on the FSI Web site (<https://fsicsapps.fsi.state.gov/SF182/login.aspx>) to apply for training. Those who have an active FSI Student Training Record will be allowed to login and process the application. Those who do not should contact the FSI Office of the Registrar at 703-302-7137/7144 or e-mail FSIRegistrar@state.gov for assistance.

The online application is divided into four sections:

- Trainee Information
- Course Information
- Costs and Billing Information
- Approvals Information

The applicant will be guided through the process as he/she completes the application requirements. All approvals are routed electronically and the applicant will be kept apprised of the process through the system e-mail.

When the application is submitted, the system will provide a list of required documents and offer the opportunity to print the complete application package. At that time, any additional required documents such as the DS-3070 Training Agreement, Continued Service Agreement, or DS-4025 Application for Sponsorship of After-Hours Study must be printed, signed, authorized and faxed to the FSI External Training Office at 703-302-7152.

Non-Department of State Applications

The OPM SF-182 Training Request Form is to be used by: 1) Department of State contractors requesting training with FSI; and/or, 2) Non-Department of State personnel requesting training with FSI. See Admissions, page 1 of this catalog for more information and/or pages 9 and 10 for an example of the SF-182. Additional information can be found on the OPM Web site (<http://www.opm.gov/forms/html/sf.asp> - "Electronic Forms"). See pages 6-14 of the actual SF-182 form for explicit instructions. For the purpose of example, only pages 1 and 2 are included in this catalog.

Note: Department of State contractors must also submit an approved "Contractor Officer Approval Memo" (see FSI Web Page at [http://fsi.state.gov/admin/reg/default.asp?Cat=Registration&TOP=Contractor or%20Training](http://fsi.state.gov/admin/reg/default.asp?Cat=Registration&TOP=Contractor%20Training) for example).

Introduction

FSI Training Application(s)



Office of the Registrar

FSI Training Application

Title **Course Number** **Section** **Start Date** **End Date** **Length of Training**

Name (Last, First, Middle, Suffix): , **Sex:**

Employee Type: **Pay Plan:** **Grade:**

Enter legal name

Domestic Bureau: **Office:**

or **Overseas Post:**

Enter Bureau/Office
Or Post

Office Address:

Office Phone Number:

E-mail Address:

"Click" to open
GAL Link

☐ This is my present assignment ☐ This is my proposed assignment

[Click here to enter Supervisor Information](#)

[Click here to enter Training Officer/CDO Information](#)

Travel Amount:

Per Diem Amount:

Remarks:(400 characters, maximum)

(In this space, describe special accommodation needs; language students not current proficiency in the target language; PSCs note working title and contract dates; and provide any other information relevant to your enrollment.)

400 characters left.

[Submit Request](#)

[Cancel Request](#)

PRIVACY ACT STATEMENT

AUTHORITY: PL 79-724 and PL 85-507; E.O. 9397 for the SSN.

PRINCIPAL PURPOSE: To obtain information necessary for the Foreign Service Institute to administer student participation in FSI courses. In addition, the SSN will be utilized to incorporate the applicant's record of training in the automated student training management system and personnel system.

ROUTINE USES: The personal information and SSN are used by FSI to determine eligibility for enrollment, maintain student records, and perform other administrative functions inherent in student administration. This information may also be released to other Government agencies or other training institutions in the event they will be consulted on matters relating to your application.

DISCLOSURE: Mandatory for both personal information and SSN. Failure to provide this information could result in the applicant not being able to attend courses at the Foreign Service Institute.

AUTHORIZATION, AGREEMENT AND CERTIFICATION OF TRAINING			A. Agency, code agency subelement and submitting office number		B. Request Status (Mark (X) one) <input type="checkbox"/> Resubmission <input type="checkbox"/> Initial <input type="checkbox"/> Correction <input type="checkbox"/> Cancellation	
Section A - TRAINEE INFORMATION Please read instructions on page 6 before completing this form						
1. Applicant's Name (Last, First, Middle Initial)			2. Social Security Number/Federal Employee Number		3. Date of Birth (yyyy-mm-dd)	
4. Home Address (Number, Street, City, State, ZIP Code) (Optional)			5. Home Telephone (Optional) (Include Area Code)		6. Position Level (Mark (X) one)	
					<input type="checkbox"/> a. Non-supervisory <input type="checkbox"/> b. Manager <input type="checkbox"/> c. Supervisory <input type="checkbox"/> d. Executive	
7. Organization Mailing Address (Branch-Division/Office/Bureau/Agency))			8. Office Telephone (Include Area Code and Extension)		9. Work Email Address	
10. Position Title		11. Does applicant need special accommodation? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, please describe below		
12. Type of Appointment	13. Education Level (click link to view codes or go to page 7)	14. Pay Plan	15. Series	16. Grade	17. Step	
Section B - TRAINING COURSE DATA						
1a. Name and Mailing Address of Training Vendor (No., Street, City, State, ZIP Code)			1b. Location of Training Site (if same, mark box) <input type="checkbox"/>			
			1c. Vendor Telephone Number		1d. Vendor Email Address	
2a. Course Title	2b. Course Number Code	3. Training Start Date (Enter Date as yyyy-mm-dd)		4. Training End Date (Enter Date as yyyy-mm-dd)		
5. Training Duty Hours	6. Training Non-Duty Hours	7. Training Purpose Type (Click link to view codes or go to page 9)		8. Training Type Code (Click link to view codes or go to page 9)		
9. Training Sub Type Code (Click link to view codes or go to page 9)	10. Training Delivery Type Code (Click link to view codes or go to page 12)	11. Training Designation Type Code (Click link to view codes or go to page 13)		12. Training Credit	13. Training Credit Type Code (Click link to view codes or go to page 13)	
14. Training Accreditation Indicator (Check below) <input type="checkbox"/> Yes <input type="checkbox"/> No	15. Continued Service Agreement Required Indicator (Check below) <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	16. Continued Service Agreement Expiration Date (Enter date as yyyy-mm-dd)			17. Training Source Type Code (Click link to view codes or go to page 13)	
18. Training Objective				19. AGENCY USE ONLY		
Section C - COSTS AND BILLING INFORMATION						
1. Direct Costs and Appropriation / Fund Chargeable			2. Indirect Costs and Appropriation / Fund Chargeable			
Item	Amount	Appropriation Fund	Item	Amount	Appropriation Fund	
a. Tuition and Fees	\$		a. Travel	\$		
b. Books & Material Costs	\$		b. Per Diem	\$		
c. TOTAL	\$		c. TOTAL	\$		
3. Total Training Non-Government Contribution Cost			6. BILLING INSTRUCTIONS (Furnish invoice to):			
4. Document / Purchasing Order / Requisition Number						
5. 8 - Digit Station Symbol (Example - 12-34-5678)						

Introduction

SF-182, Request, Authorization, Agreement and Certification of Training Form

Section D - APPROVALS

1a. Immediate Supervisor - *Name and title*

1b. Area Code / Telephone Number

1c. Email Address

1d. Signature

1e. Date

2a. Second-line Supervisor - *Name and title*

2b. Area Code / Telephone Number

2c. Email Address

2d. Signature

2e. Date

3a Training Officer - *Name and title*

3b. Area Code / Telephone Number

3c. Email Address

3d. Signature

3e. Date

Section E - APPROVALS / CONCURRENCE

1a. Authorizing Official - *Name and title*

1b. Area Code / Telephone Number

1c. Email Address

1d. Signature

☐ Approved ☐ Disapproved

1e. Date

Section F - CERTIFICATION OF TRAINING COMPLETION AND EVALUATION

1a. Authorizing Official - *Name and title*

1b. Area Code / Telephone Number

1c. Email Address

1d. Signature

1e. Date

TRAINING FACILITY ~ Bills should be sent to office indicated in item C6. 1 Please refer to number given in item C4 to assure prompt payment.

Area Studies

Advanced Area Studies

Schedule: The Advanced Area courses generally meet one half-day per week in coordination with corresponding language course dates (see page 35, “Language Studies”).

Courses with an “alternate schedule” (see table below) are marked with an asterisk.

Note: Some courses are offered only on an “as needed” basis so applicants should call to confirm their enrollment. In some cases, if an enrollment minimum is not met, tutorials may be offered. Contact the Director of Area Studies at 703-302-6875 to arrange a special session.

ASIA		
Course Code	Title	Corresponding Languages
AR545	Afghanistan	Dari and Pashto
AR521	China/Hong Kong/Taiwan	Cantonese and Mandarin Chinese
AR571	Insular Southeast Asia	Indonesian, Malay and Tagalog
AR522	Japan	Japanese
AR523	Korea	Korean
AR572	Mainland Southeast Asia	Burmese, Khmer, Lao, Thai and Vietnamese
AR524	Mongolia	Mongolian
AR560	South Asia	Bengali, Dari, Hindi, Sinhala/Singhalese and Urdu
EUROPE		
Course Code	Title	Corresponding Languages
AR501	Baltic East Central Europe	Estonian, Latvian, Lithuanian, Polish and Russian
AR582	East Central Europe	Czech, Hungarian and Slovak
AR593	German-Speaking Europe*	German
AR502	Greece/Cyprus/Turkey	Greek
AR596	Nordic Countries*	
AR561	South Central Europe	Albanian, Bosnian, Croatian, Macedonian, Montenegro, Serbia and Slovenia
AR503	Southeast Central Europe	Bulgarian, Romanian and Moldovan
AR504	Western Europe*	
NEAR EAST AND NORTH AFRICA		
Course Code	Title	Corresponding Languages
AR541	Arabian Peninsula/Gulf/Sudan	Arabic and Farsi
AR542	Fertile Crescent	Arabic and Hebrew
AR515	Northern Africa	Arabic and French

RUSSIA/EURASIA		
Course Code	Title	Corresponding Languages
AR585	Caucasus	Armenian, Azerbaijani, Georgian and Russian
AR586	Central Asia	Kazakh, Kyrgyz, Russian, Tajik, Turkmen and Uzbek
AR566	Russia/Belarus	Russian
SUB-SAHARAN AFRICA		
Course Code	Title	Corresponding Languages
AR513	Sub-Saharan Africa*	
WESTERN HEMISPHERE		
Course Code	Title	Corresponding Languages
AR533	Andean Republics*	
AR530	Brazil*	
AR528	Canada	
AR529	Central America and Caribbean*	
AR536	Haiti*	
AR531	Mexico*	
AR540	Southern Cone*	

*Alternate Schedule			
Begin	End	Length	Section
03/13/12	07/24/12	20 weeks	0001
09/11/12	02/12/13	23 weeks	0002

Course Schedules

Area Studies

Intensive Regional Area Studies

ASIA

China

Course Code AR250

Schedule: Two weeks; 9:00 a.m. to 4:00 p.m.

At Shultz Center

Begin	End	Length	Section
10/24/11	11/04/11	2 weeks	0001
04/23/12	05/04/12	2 weeks	0002

FY13 schedule to be determined.

East Asia

Course Code AR220

Schedule: Two weeks; 9:00 a.m. to 4:00 p.m.

At Shultz Center

Begin	End	Length	Section
02/27/12	03/09/12	2 weeks	0001
07/02/12	07/13/12	9 days	0002*
08/27/12	09/07/12	9 days	0003*

FY13 schedule to be determined.

*Classes are not held on federal holidays.

South Asia

Course Code AR260

Schedule: Two weeks; 9:00 a.m. to 4:00 p.m.

At Shultz Center

Begin	End	Length	Section
10/24/11	11/04/11	2 weeks	0001
02/27/12	03/09/12	2 weeks	0002
04/23/12	05/04/12	2 weeks	0003
07/02/12	07/13/12	9 days	0004*
08/27/12	09/07/12	9 days	0005*

FY13 schedule to be determined.

*Classes are not held on federal holidays.

Southeast Asia

Course Code AR270

Schedule: Two weeks; 9:00 a.m. to 4:00 p.m.

At Shultz Center

Begin	End	Length	Section
10/24/11	11/04/11	2 weeks	0001
02/27/12	03/09/12	2 weeks	0002
04/23/12	05/04/12	2 weeks	0003
07/02/12	07/13/12	9 days	0004*
08/27/12	09/07/12	9 days	0005*

FY13 schedule to be determined.

*Classes are not held on federal holidays.

EUROPE

Balkans

Course Code AR293

Schedule: Two days; 9:00 a.m. to 4:00 p.m.

At Shultz Center

Begin	End	Length	Section
10/27/11	10/28/11	2 days	0001
03/01/12	03/02/12	2 days	0002
04/26/12	04/27/12	2 days	0003
07/05/12	07/06/12	2 days	0004
08/30/12	08/31/12	2 days	0005

FY13 schedule to be determined.

Europe

Course Code AR291

Schedule: Two weeks; 9:00 a.m. to 4:00 p.m.

At Shultz Center

Begin	End	Length	Section
10/24/11	11/04/11	2 weeks	0001
02/27/12	03/09/12	2 weeks	0002
04/23/12	05/04/12	2 weeks	0003
07/02/12	07/13/12	9 days	0004*
08/27/12	09/07/12	9 days	0005*

FY13 schedule to be determined.

*Classes are not held on federal holidays.

European Union

Course Code AR192

Schedule: Five days; 9:00 a.m. to 4:00 p.m.

At Shultz Center

Begin	End	Length	Section
05/21/12	05/25/12	5 days	0001
07/23/12	07/27/12	5 days	0002

FY13 schedule to be determined.

European Union Module

Course Code AR292

Schedule: Two days; 9:00 a.m. to 4:00 p.m.

At Shultz Center

Begin	End	Length	Section
10/31/11	11/01/11	2 days	0001
03/05/12	03/06/12	2 days	0002
04/30/12	05/01/12	2 days	0003
07/09/12	07/10/12	2 days	0004
09/04/12	09/05/12	2 days	0005

FY13 schedule to be determined.

France

Course Code AR150

Schedule: Three days; 9:00 a.m. to 4:00 p.m.

At Shultz Center

Begin	End	Length	Section
07/09/12	07/11/12	3 days	0001

FY13 schedule to be determined.

NEAR EAST AND NORTH AFRICA

Iraq: Society, Religion and Politics

Course Code AR193

Schedule: Three days; 9:00 a.m. to 4:00 p.m.

At Shultz Center

Begin	End	Length	Section
06/13/12	06/15/12	3 days	0001
07/16/12	07/18/12	3 days	0002
08/06/12	08/08/12	3 days	0003

FY13 schedule to be determined.

Islam: Formation, Institutions, Modernity and Reform

Course Code AR194

Schedule: Five days; 9:00 a.m. to 4:00 p.m.

At Shultz Center

Begin	End	Length	Section
01/23/12	01/27/12	5 days	0001
06/04/12	06/08/12	5 days	0002
09/17/12	09/21/12	5 days	0003

FY13 schedule to be determined.

Near East and North Africa

Course Code AR240

Schedule: Two weeks; 9:00 a.m. to 4:00 p.m.

At Shultz Center

Begin	End	Length	Section
10/24/11	11/04/11	2 weeks	0001
02/27/12	03/09/12	2 weeks	0002
04/23/12	05/04/12	2 weeks	0003
07/02/12	07/13/12	9 days	0004*
08/27/12	09/07/12	9 days	0005*

FY13 schedule to be determined.

*Classes are not held on federal holidays.

RUSSIA/EURASIA**Caucasus and Central Asia**

Course Code AR282

Schedule: One day; 9:00 a.m. to 4:00 p.m.*At Shultz Center*

Begin	End	Length	Section
10/26/11	10/26/11	1 day	0001
02/29/12	02/29/12	1 day	0002
04/25/12	04/25/12	1 day	0003
08/29/12	08/29/12	1 day	0004

FY13 schedule to be determined.

Islam - The Rise of Religion in Eurasia

Course Code AR285

Schedule: One day; 9:00 a.m. to 4:00 p.m.*At Shultz Center*

Begin	End	Length	Section
10/31/11	10/31/11	1 day	0001
03/05/12	03/05/12	1 day	0002
04/30/12	04/30/12	1 day	0003
07/09/12	07/09/12	1 day	0004

FY13 schedule to be determined.

Oil, Resources and Geopolitics Eurasia

Course Code AR284

Schedule: One day; 9:00 a.m. to 4:00 p.m.*At Shultz Center*

Begin	End	Length	Section
11/01/11	11/01/11	1 day	0001
03/06/12	03/06/12	1 day	0002
05/01/12	05/01/12	1 day	0003
07/10/12	07/10/12	1 day	0004
09/04/12	09/04/12	1 day	0005

FY13 schedule to be determined.

Russia/Eurasia

Course Code AR281

Schedule: Two weeks; 9:00 a.m. to 4:00 p.m.*At Shultz Center*

Begin	End	Length	Section
10/24/11	11/04/11	2 weeks	0001
02/27/12	03/09/12	2 weeks	0002
04/23/12	05/04/12	2 weeks	0003
07/02/12	07/13/12	2 weeks	0004*
08/27/12	09/07/12	9 days	0005*

FY13 schedule to be determined.

*Classes are not held on federal holidays.

SUB-SAHARAN AFRICA**Sub-Saharan Africa**

Course Code AR210

Schedule: Two weeks; 9:00 a.m. to 4:00 p.m.*At Shultz Center*

Begin	End	Length	Section
10/24/11	11/04/11	2 weeks	0001
02/27/12	03/09/12	2 weeks	0002
04/23/12	05/04/12	2 weeks	0003
07/02/12	07/13/12	9 days	0004*
08/27/12	09/07/12	9 days	0005*

FY13 schedule to be determined.

*Classes are not held on federal holidays.

WESTERN HEMISPHERE**Western Hemisphere**

Course Code AR239

Schedule: Two weeks; 9:00 a.m. to 4:00 p.m.*At Shultz Center*

Begin	End	Length	Section
10/24/11	11/04/11	2 weeks	0001
02/27/12	03/09/12	2 weeks	0002
04/23/12	05/04/12	2 weeks	0003
07/02/12	07/13/12	9 days	0004*
08/27/12	09/07/12	9 days	0005*

FY13 schedule to be determined.

*Classes are not held on federal holidays.

Communication and Public Speaking**Better Office English: Oral**

Course Code PK226

Schedule: Five days; 1:00 a.m. to 5:00 p.m.*At Shultz Center*

Begin	End	Length	Section
01/30/12	02/03/12	5 days	0001

FY13 schedule to be determined.

Career Builders: Communication Skills

Course Code PK209

Schedule: Two days; 9:00 a.m. to 4:00 p.m.*At Shultz Center*

Begin	End	Length	Section
11/07/11	11/08/11	2 days	0001
02/23/12	02/24/12	2 days	0002

FY13 schedule to be determined.

Effective Speaking and Listening Skills

Course Code PK240

Schedule: Three days; 9:00 a.m. to 12:00 p.m.*At Shultz Center*

Begin	End	Length	Section
12/12/11	12/14/11	3 days	0001
04/02/12	04/04/12	3 days	0002
06/18/12	06/20/12	3 days	0003

FY13 schedule to be determined.

Enhancing Training with Learning TechnologyCourse Code PD520 **P****Schedule:** Two days; 9:00 a.m. to 4:00 p.m.*At Shultz Center*

Begin	End	Length	Section
10/27/11	10/28/11	2 days	0001
03/15/12	03/16/12	2 days	0002
07/12/12	07/13/12	2 days	0003

FY13 schedule to be determined.

Foreign Service National Office Communication: Oral and WrittenCourse Code PK227 **N** **R****Schedule:** Two weeks; 9:00 a.m. to 4:00 p.m.

FY12/13 schedule to be determined.

Writing Skills I – Grammar Fundamentals

Course Code PK325

Schedule: Five days; 8:30 a.m. to 12:30 p.m.*At Shultz Center*

Begin	End	Length	Section
FY12			
10/24/11	10/28/11	5 days	0001
01/23/12	01/27/12	5 days	0002
04/23/12	04/27/12	5 days	0003

FY13 schedule to be determined.

Writing Skills II – Intermediate Business WritingCourse Code PK326 **F** **P****Schedule:** Five days; 9:00 a.m. to 4:00 p.m.*At Shultz Center*

Begin	End	Length	Section
11/14/11	11/18/11	5 days	0001
03/05/12	03/09/12	5 days	0002
05/14/12	05/18/12	5 days	0003

FY13 schedule to be determined.

Course Schedules

Communication and Public Speaking – Computer and Communications System Technical Skills

Writing Skills III – Advanced Business Writing

Course Code PK327 **P**

Schedule: Two days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
11/09/11	11/10/11	2 days	0001
04/16/12	04/17/12	2 days	0002
06/21/12	06/22/12	2 days	0003
09/13/12	09/14/12	2 days	0004

FY13 schedule to be determined.

Computer and Communications System Technical Skills

Basic Telephone

Course Code YW142 **P**

Schedule: Five days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
10/24/11	10/28/11	5 days	0001
11/14/11	11/18/11	5 days	0009
11/21/11	11/25/11	5 days	0010
11/28/11	12/02/11	5 days	0002
01/09/12	01/13/12	5 days	0003
03/05/12	03/09/12	5 days	0004
04/02/12	04/06/12	5 days	0005
05/21/12	05/25/12	5 days	0006
07/23/12	07/27/12	5 days	0007
08/20/12	08/24/12	5 days	0008

FY13 schedule to be determined.

CISSP Review Seminar

Course Code YW762 **F P R**

Schedule: Two weeks; 8:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
10/17/11	10/28/11	2 weeks	0001
03/05/12	03/16/12	2 weeks	0002
06/18/12	06/29/12	2 weeks	0003
07/30/12	08/10/12	2 weeks	0004

FY13 schedule to be determined.

Citrix MetaFrame Presentation Server Administration

Course Code YW278 **C F P R**

Schedule: Eight days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
10/31/11	11/09/11	8 days	0001

10/31/11	11/10/11	8 days	0013
11/14/11	11/25/11	8 days	0014
12/12/11	12/21/11	8 days	0002
02/13/12	02/23/12	8 days	0003*
04/02/12	04/11/12	8 days	0004
05/14/12	05/23/12	8 days	0005
07/16/12	07/25/12	8 days	0006
08/27/12	09/06/12	8 days	0007*

At Frankfurt RIMC

12/05/11	12/14/11	8 days	0008
01/30/12	02/08/12	8 days	0009
05/29/12	06/07/12	8 days	0010
07/11/12	07/20/12	8 days	0011

At Manila

09/10/12	09/19/12	8 days	0012
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FY13 schedule to be determined.

*Classes are not held on federal holidays.

Classified Equipment Lifecycle Management

Course Code YW320 **C**

Schedule: Two days; 9:00 a.m. to 4:00 p.m.
FY12/13 schedule to be determined.

Commercial Terminal Satellite Operations

Course Code YW291 **C**

Schedule: Five days; 8:00 a.m. to 4:00 p.m.
At Warrenton Training Center

Begin	End	Length	Section
10/24/11	10/28/11	5 days	0001
11/14/11	11/18/11	5 days	0002
01/23/12	01/27/12	5 days	0003
02/27/12	03/02/12	5 days	0004
04/09/12	04/13/12	5 days	0005
05/07/12	05/11/12	5 days	0006
06/11/12	06/15/12	5 days	0007
07/16/12	07/20/12	5 days	0008
08/13/12	08/17/12	5 days	0009
09/17/12	09/21/12	5 days	0010

FY13 schedule to be determined.

COMSEC and CRYPTO

Course Code YW226 **C**

Schedule: Four days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
10/11/11	10/14/11	4 days	0001
11/07/11	11/10/11	4 days	0002

FY13 schedule to be determined.

Current Installation Practices

Course Code YW203 **C**

Schedule: Five weeks; 8:00 a.m. to 4:00 p.m.
FY12/13 schedule to be determined.

Digital Satellite Terminal Operations

Course Code YW292 **C**

Schedule: Five days; 8:00 a.m. to 4:00 p.m.
At Warrenton Training Center

Begin	End	Length	Section
10/31/11	11/04/11	5 days	0001
12/12/11	12/16/11	5 days	0002
01/30/12	02/03/12	5 days	0003
03/05/12	03/09/12	5 days	0004
04/16/12	04/20/12	5 days	0005
05/14/12	05/18/12	5 days	0006
06/18/12	06/22/12	5 days	0007
07/23/12	07/27/12	5 days	0008
08/20/12	08/24/12	5 days	0009
09/24/12	09/28/12	5 days	0010

FY13 schedule to be determined.

DS Radio Course

Course Code YW266 **C**

Schedule: Five days; 9:00 a.m. to 4:00 p.m.
FY12/13 schedule to be determined.

DS Radio Workshop

Course Code YW269 **C**

Schedule: Two days; 9:00 a.m. to 4:00 p.m.
FY12/13 schedule to be determined.

Diplomatic Telecommunications Service Satellite Communications Theory, Introduction to

Course Code YW435 **C**

Schedule:

Classroom: Five days; 8:00 a.m. to 4:00 p.m.
Online: Students have two weeks to complete this 40-hour course.

At Warrenton Training Center

Begin	End	Length	Section
10/17/11	10/21/11	5 days	0001
12/19/11	12/23/11	5 days	0003
01/09/12	01/13/12	5 days	0004
03/12/12	03/16/12	5 days	0006
04/02/12	04/06/12	5 days	0007
04/30/12	05/04/12	5 days	0008

05/21/12	05/25/12	5 days	0009
06/04/12	06/08/12	5 days	0010
07/09/12	07/13/12	5 days	0011
08/06/12	08/10/12	5 days	0012
09/10/12	09/14/12	5 days	0013

On Internet:

Begin	End	Length	Section
10/10/11	10/21/11	2 weeks	DL01*
11/14/11	11/25/11	2 weeks	DL02*
12/12/11	12/23/11	2 weeks	DL03
01/09/12	01/20/12	2 weeks	DL04*
02/13/12	02/24/12	2 weeks	DL05*
03/12/12	03/23/12	2 weeks	DL06
04/09/12	04/20/12	2 weeks	DL07
05/14/12	05/25/12	2 weeks	DL08
06/11/12	06/22/12	2 weeks	DL09
07/09/12	07/20/12	2 weeks	DL10
08/13/12	08/24/12	2 weeks	DL11
09/10/12	09/21/12	2 weeks	DL12

FY13 schedule to be determined.

*Classes are not held on federal holidays.

FAST Backup - Communication for Non-IRM Personnel

Course Code YW231 **C**

Schedule: Five days; 9:00 a.m. to 4:00 p.m.
FY12/13 schedule to be determined.

FASTNet Core Operations and Maintenance

Course Code YW303 **C** **P**

Schedule:

Classroom: Five days; 8:00 a.m. to 4:00 p.m.
Online: Students have three weeks to complete this 40-hour course.

At Warrenton Training Center

Begin	End	Length	Section
10/17/11	10/21/11	5 days	0001
11/14/11	11/18/11	5 days	0002
12/05/11	12/09/11	5 days	0003
01/09/12	01/13/12	5 days	0004
01/30/12	02/03/12	5 days	0005
03/05/12	03/09/12	5 days	0007
03/19/12	03/23/12	5 days	0008
04/23/12	04/27/12	5 days	0010
05/14/12	05/18/12	5 days	0011
06/11/12	06/15/12	5 days	0012
07/16/12	07/20/12	5 days	0014
08/13/12	08/17/12	5 days	0015
08/27/12	08/31/12	5 days	0016
09/24/12	09/28/12	5 days	0017

On Internet:

Begin	End	Length	Section
10/24/11	11/11/11	3 weeks	DL01*
11/28/11	12/16/11	3 weeks	DL02
12/26/11	01/13/12	3 weeks	DL03*
01/23/12	02/10/12	3 weeks	DL04

02/27/12	03/16/12	3 weeks	DL05
03/26/12	04/13/12	3 weeks	DL06
04/23/12	05/11/12	3 weeks	DL07
05/28/12	06/15/12	3 weeks	DL08*
06/25/12	07/13/12	3 weeks	DL09*
07/23/12	08/10/12	3 weeks	DL10
08/27/12	09/14/12	3 weeks	DL11*

FY13 schedule to be determined.

*Classes are not held on federal holidays.

FASTNet Post Operation and Maintenance

Course Code YW302 **C**

Schedule:

Classroom: Five days; 8:00 a.m. to 4:00 p.m.
Online: Students have three weeks to complete this 40-hour course.

At Warrenton Training Center

Begin	End	Length	Section
10/17/11	10/21/11	5 days	0002
10/24/11	10/28/11	5 days	0021
12/12/11	12/16/11	5 days	0004
01/23/12	01/27/12	5 days	0006
02/06/12	02/10/12	5 days	0007
02/27/12	03/02/12	5 days	0008
03/12/12	03/16/12	5 days	0009
04/02/12	04/06/12	5 days	0010
04/16/12	04/20/12	5 days	0011
05/07/12	05/11/12	5 days	0012
05/21/12	05/25/12	5 days	0013
06/04/12	06/08/12	5 days	0014
06/18/12	06/22/12	5 days	0015
07/09/12	07/13/12	5 days	0016
07/30/12	08/03/12	5 days	0017
08/06/12	08/10/12	5 days	0018
09/17/12	09/21/12	5 days	0020

On Internet:

Begin	End	Length	Section
10/03/11	10/21/11	3 weeks	DL01*
11/07/11	11/25/11	3 weeks	DL02*
12/05/11	12/23/11	3 weeks	DL03
01/02/12	01/20/12	3 weeks	DL04*
02/06/12	02/24/12	3 weeks	DL05*
03/05/12	03/23/12	3 weeks	DL06
04/02/12	04/20/12	3 weeks	DL07
05/07/12	05/25/12	3 weeks	DL08
06/04/12	06/22/12	3 weeks	DL09
07/02/12	07/20/12	3 weeks	DL10*
08/06/12	08/24/12	3 weeks	DL11
09/03/12	09/21/12	3 weeks	DL12*

FY13 schedule to be determined.

*Classes are not held on federal holidays.

FASTNet Post Troubleshooting

Course Code YW306 **P**

Schedule: Five days; 8:00 a.m. to 4:00 p.m.

At Warrenton Training Center

Begin	End	Length	Section
10/24/11	10/28/11	5 days	0001
11/28/11	12/02/11	5 days	0002
01/23/12	01/27/12	5 days	0003
02/06/12	02/10/12	5 days	0004
03/12/12	03/16/12	5 days	0005
03/26/12	03/30/12	5 days	0006
04/09/12	04/13/12	5 days	0007
04/30/12	05/04/12	5 days	0008
05/21/12	05/25/12	5 days	0009
06/18/12	06/22/12	5 days	0010
07/09/12	07/13/12	5 days	0011
07/30/12	08/03/12	5 days	0012
08/13/12	08/17/12	5 days	0013
09/10/12	09/14/12	5 days	0014
09/24/12	09/28/12	5 days	0015

FY13 schedule to be determined.

FASTNet Provisioning Bootcamp

Course Code YW305 **C** **P**

Schedule: Two weeks; 8:00 a.m. to 4:00 p.m.

At Warrenton Training Center

Begin	End	Length	Section
10/03/11	10/14/11	2 weeks	0001*
12/12/11	12/23/11	2 weeks	0002
02/27/12	03/09/12	2 weeks	0003
04/09/12	04/20/12	2 weeks	0004
06/04/12	06/15/12	2 weeks	0005
07/16/12	07/27/12	2 weeks	0006
08/27/12	09/07/12	2 weeks	0007

FY13 schedule to be determined.

Federal Information Risk Assessment

Course Code YW610

Schedule: Five days; 9:00 a.m. to 4:00 p.m.

At Shultz Center

Begin	End	Length	Section
10/03/11	10/07/11	5 days	0001
01/30/12	02/03/12	5 days	0002
04/16/12	04/20/12	5 days	0003
06/04/12	06/08/12	5 days	0004
07/09/12	07/13/12	5 days	0005
08/20/12	08/24/12	5 days	0006

FY13 schedule to be determined.

Course Schedules

Computer and Communications System Technical Skills

Implementing MS SharePoint Server

Course Code YW588

Schedule: Five days; 9:00 a.m. to 4:00 p.m.

At Shultz Center

Begin	End	Length	Section
10/03/11	10/07/11	5 days	0001
11/14/11	11/18/11	5 days	0002
12/19/11	12/23/11	5 days	0003
01/09/12	01/13/12	5 days	0004
02/13/12	02/17/12	5 days	0005
03/12/12	03/16/12	5 days	0006
04/02/12	04/06/12	5 days	0007
04/30/12	05/04/12	5 days	0008
06/25/12	06/29/12	5 days	0009
07/23/12	07/27/12	5 days	0010
09/10/12	09/14/12	5 days	0011

At Ft. Lauderdale RIMC

Begin	End	Length	Section
11/07/11	11/10/11	4 days*	0012
03/12/12	03/16/12	5 days	0013
05/14/12	05/18/12	5 days	0014
07/23/12	07/27/12	5 days	0015

At Frankfurt RIMC

Begin	End	Length	Section
11/14/11	11/18/11	5 days	0016
03/12/12	03/16/12	5 days	0017
06/11/12	06/15/12	5 days	0018
08/13/12	08/17/12	5 days	0019

At Cairo

Begin	End	Length	Section
07/22/12	07/26/12	5 days	0020

At Manila

Begin	End	Length	Section
04/23/12	04/27/12	5 days	0021

FY13 schedule to be determined.

*Classes are not held on federal holidays.

Information Resources Management Tradecraft

Course Code YW387 **C** **F** **P** **R**

Schedule: Three weeks; 9:00 a.m. to 4:00 p.m.

At SA-15

Begin	End	Length	Section
01/23/12	02/10/12	3 weeks	0001
03/26/12	04/13/12	3 weeks	0002
06/04/12	06/22/12	3 weeks	0003
08/13/12	08/31/12	3 weeks	0004

FY13 schedule to be determined.

Introduction to IRM for New Employees

Course Code PS380

Schedule: Five days; 9:00 a.m. to 4:00 p.m.

At Shultz Center

Begin	End	Length	Section
10/24/11	10/28/11	5 days	0001
01/17/12	01/20/12	5 days	0002
03/12/12	03/16/12	5 days	0003

06/04/12 06/08/12 5 days 0004
09/10/12 09/14/12 5 days 0005
FY13 schedule to be determined.

IRM Tradecraft for the Information Technology Manager

Course Code YW319 **R**

Schedule: Two weeks; 9:00 a.m. to 4:00 p.m.

At Shultz Center

Begin	End	Length	Section
02/27/12	03/09/12	2 weeks	0001
07/09/12	07/20/12	2 weeks	0002

FY13
At SA-15
02/25/13 03/08/13 2 weeks 0001

IT Business Case Part I

Course Code YW420 **P** **R**

Schedule: One day; 9:00 a.m. to 4:00 p.m.

FY12/13 schedule to be determined.

IT Business Case Part II

Course Code YW421 **P** **R**

Schedule: One day; 9:00 a.m. to 4:00 p.m.

FY12/13 schedule to be determined.

IT Disaster Recovery and Contingency Planning

Course Code YW263 **F** **P** **R**

Schedule: Five days; 9:00 a.m. to 4:00 p.m.

At Shultz Center

Begin	End	Length	Section
10/03/11	10/07/11	5 days	0001
11/28/11	12/02/11	5 days	0002
01/23/12	01/27/12	5 days	0003
02/27/12	03/02/12	5 days	0004
04/02/12	04/06/12	5 days	0005
05/21/12	05/25/12	5 days	0006
08/13/12	08/17/12	5 days	0007

At Frankfurt RIMC

Begin	End	Length	Section
12/05/11	12/09/11	5 days	0008
03/19/12	03/23/12	5 days	0009
06/18/12	06/22/12	5 days	0010
08/27/12	08/31/12	5 days	0011

FY13 schedule to be determined.

LAN/WAN Administration in the Department of State Environment

Course Code YW262 **F** **P** **R**

Schedule: Two weeks; 9:00 a.m. to 4:00 p.m.

At Shultz Center

Begin	End	Length	Section
10/24/11	11/04/11	2 weeks	0001
11/28/11	12/09/11	2 weeks	0002
01/09/12	01/20/12	2 weeks	0003*
02/06/12	02/17/12	2 weeks	0004
02/27/12	03/09/12	2 weeks	0005
03/19/12	03/30/12	2 weeks	0006
04/23/12	05/04/12	2 weeks	0007
05/14/12	05/25/12	2 weeks	0008
06/04/12	06/15/12	2 weeks	0009
07/23/12	08/03/12	2 weeks	0010
08/13/12	08/24/12	2 weeks	0011
09/17/12	09/28/12	2 weeks	0012

FY13 schedule to be determined.

*Classes are not held on federal holidays.

Local Emergency and Evacuation UHF/VHF

Course Code YW268

Schedule: Five days; 9:00 a.m. to 4:00 p.m.

At Shultz Center

Begin	End	Length	Section
10/17/11	10/21/11	5 days	0009
10/24/11	10/28/11	5 days	0001
11/14/11	11/18/11	5 days	0010
11/21/11	11/25/11	5 days	0011
11/28/11	12/02/11	5 days	0002
01/09/12	01/13/12	5 days	0003
03/05/12	03/09/12	5 days	0004
04/02/12	04/06/12	5 days	0005
05/21/12	05/25/12	5 days	0006
07/23/12	07/27/12	5 days	0007
08/20/12	08/24/12	5 days	0008

FY13 schedule to be determined.

Meridian 61C/11C, Avaya (Nortel)

Course Code YW497 **P**

Schedule: Two weeks; 9:00 a.m. to 4:00 p.m.

At Shultz Center

Begin	End	Length	Section
10/03/11	10/14/11	2 weeks	0009**
10/31/11	11/10/11	2 weeks	0001
12/05/11	12/16/11	2 weeks	0002
01/30/12	02/10/12	2 weeks	0003
03/12/12	03/23/12	2 weeks	0004
04/09/12	04/20/12	2 weeks	0005
06/04/12	06/15/12	2 weeks	0006
07/30/12	08/10/12	2 weeks	0007
08/27/12	09/07/12	2 weeks	0008*

FY13 schedule to be determined.

*Classes are not held on federal holidays.

**New Hire class only.

Meridian Voice Mail

Course Code YW499 **P**

Schedule: Five days; 9:00 a.m. to 4:00 p.m.
FY12/13 schedule to be determined.

Microsoft Active Directory 2008

Course Code YW428 **F P R**

Schedule: Five days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
11/28/11	12/02/11	5 days	0001

At Frankfurt RIMC

Begin	End	Length	Section
11/14/11	11/18/11	5 days	0013

FY13 schedule to be determined.

Microsoft Exchange Server 2010

Course Code YW429 **F P R**

Schedule: Two weeks; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
12/05/11	12/16/11	2 weeks	0001
02/06/12	02/17/12	2 weeks	0002
03/19/12	03/30/12	2 weeks	0003
04/30/12	05/11/12	2 weeks	0004
06/11/12	06/22/12	2 weeks	0005
07/30/12	08/10/12	2 weeks	0006
09/17/12	09/28/12	2 weeks	0007

At Ft. Lauderdale RIMC

Begin	End	Length	Section
12/05/11	12/16/11	2 weeks	0008
02/21/12	03/02/12	2 weeks	0009
04/23/12	05/04/12	2 weeks	0010
06/18/12	06/29/12	2 weeks	0011
08/20/12	08/31/12	2 weeks	0012

At Frankfurt RIMC

Begin	End	Length	Section
11/21/11	12/02/11	2 weeks	0013*
02/21/12	03/02/12	2 weeks	0014
05/14/12	05/25/12	2 weeks	0015
08/20/12	08/31/12	2 weeks	0016

At Cairo

Begin	End	Length	Section
04/15/12	04/26/12	2 weeks	0017
06/10/12	06/21/12	2 weeks	0018
07/29/12	08/09/12	2 weeks	0019

At Manila

Begin	End	Length	Section
02/06/12	02/17/12	2 weeks	0020
04/30/12	05/11/12	2 weeks	0021
09/17/12	09/28/12	2 weeks	0022

FY13 schedule to be determined.

*Classes are not held on federal holidays.

Microsoft Windows Server 2008

Course Code YW427 **F P R**

Schedule: Two weeks; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
11/14/11	11/25/11	2 weeks	0001*

At Frankfurt RIMC

Begin	End	Length	Section
10/31/11	11/10/11	2 weeks	0013

FY13 schedule to be determined.

*Classes are not held on federal holidays.

Nortel Business Communication Manager

Course Code YW297 **P**

Schedule: Two weeks; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
10/31/11	11/10/11	2 weeks	0001
12/05/11	12/16/11	2 weeks	0002
01/17/12	01/27/12	2 weeks	0003
03/12/12	03/23/12	2 weeks	0004
04/09/12	04/20/12	2 weeks	0005
06/04/12	06/15/12	2 weeks	0006
07/30/12	08/10/12	2 weeks	0007
08/27/12	09/07/12	2 weeks	0008*

FY13 schedule to be determined.

*Classes are not held on federal holidays.

Nortel CallPilot

Course Code YW496 **P**

Schedule: Five days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
10/17/11	10/21/11	5 days	0009*
11/14/11	11/18/11	5 days	0001
12/19/11	12/23/11	5 days	0002
02/13/12	02/17/12	5 days	0003
03/26/12	03/30/12	5 days	0004
04/23/12	04/27/12	5 days	0005
06/18/12	06/22/12	5 days	0006
08/13/12	08/17/12	5 days	0007
09/10/12	09/14/12	5 days	0008

FY13 schedule to be determined.

*New Hire class only.

Overseas Operations for IRM

Course Code YW119

Schedule: Two weeks; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
10/03/11	10/14/11	2 weeks	0001
10/31/11	11/10/11	2 weeks	0002

FY13 schedule to be determined.

Regional Emergency and Evacuation Network - HF

Course Code: YW345 **C**

Schedule: Five days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
10/24/11	10/28/11	5 days	0001
01/09/12	01/13/12	5 days	0003
03/05/12	03/09/12	5 days	0004
04/02/12	04/06/12	5 days	0005
05/21/12	05/25/12	5 days	0006
07/23/12	07/27/12	5 days	0007
08/20/12	08/24/12	5 days	0008

FY13 schedule to be determined.

Satellite Communication Terminals SC-3 and SC-7 Retrofit Operations and Maintenance

Course Code YW438 **C**

Schedule: Five days; 9:00 a.m. to 4:00 p.m.
FY12/13 schedule to be determined.

SC-9 Satellite Terminal Operations

Course Code YW436 **C**

Schedule: Five days; 8:00 a.m. to 4:00 p.m.
At Warrenton Training Center

Begin	End	Length	Section
FY12			
10/24/11	10/28/11	5 days	0001
11/28/11	12/02/11	5 days	0002
01/23/12	01/27/12	5 days	0003
03/12/12	03/16/12	5 days	0004
04/23/12	04/27/12	5 days	0005
06/04/12	06/08/12	5 days	0006
07/09/12	07/13/12	5 days	0007
07/30/12	08/03/12	5 days	0008
09/10/12	09/14/12	5 days	0009

FY13 schedule to be determined.

SC-9 Satellite Terminal Troubleshooting

Course Code YW437 **C P**

Schedule: Five days; 8:00 a.m. to 4:00 p.m.
At Warrenton Training Center

Begin	End	Length	Section
10/31/11	11/04/11	5 days	0001
12/05/11	12/09/11	5 days	0002
01/30/12	02/03/12	5 days	0003
03/19/12	03/23/12	5 days	0004
04/30/12	05/04/12	5 days	0005
06/11/12	06/15/12	5 days	0006
07/16/12	07/20/12	5 days	0007

Course Schedules

Computer and Communications System Technical Skills – Computer End-User Skills

08/06/12 08/10/12 5 days 0008
09/17/12 09/21/12 5 days 0009
FY13 schedule to be determined.

Security+

Course Code YW261 **F P R**

Schedule: Eight days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
10/31/11	11/09/11	8 days	0001
12/05/11	12/14/11	8 days	0002
01/23/12	02/01/12	8 days	0003
03/19/12	03/28/12	8 days	0004
04/09/12	04/18/12	8 days	0005
06/18/12	06/27/12	8 days	0006
08/20/12	08/29/12	8 days	0007
<i>At Frankfurt RIMC</i>			
02/21/12	03/01/12	8 days	0008
04/16/12	04/25/12	8 days	0009
09/04/12	09/13/12	8 days	0010

FY13 schedule to be determined.

Simulated Operations

Course Code YW286 **C**

Schedule: Two weeks; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
11/28/11	12/09/11	2 weeks	0001

FY13 schedule to be determined.

SMART System

Administrator: Messaging Operations

Course Code YW533 **C**

Schedule: Five days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
10/24/11	10/28/11	5 days	0001
11/28/11	12/02/11	5 days	0002
01/09/12	01/13/12	5 days	0003
03/05/12	03/09/12	5 days	0004
04/02/12	04/06/12	5 days	0005
05/21/12	05/25/12	5 days	0006
07/23/12	07/27/12	5 days	0007
08/20/12	08/24/12	5 days	0008

FY13 schedule to be determined.

Supporting CA Systems and Applications

Course Code PS310 **F P R**

Schedule: Five days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
11/28/11	12/02/11	5 days	0001

02/27/12 03/02/12 5 days 0002
03/26/12 03/30/12 5 days 0003
04/16/12 04/20/12 5 days 0004
05/14/12 05/18/12 5 days 0005
07/09/12 07/13/12 5 days 0006
08/27/12 08/31/12 5 days 0007
09/17/12 09/21/12 5 days 0008

At Ft. Lauderdale RIMC

01/09/12 01/13/12 5 days 0009

At Frankfurt RIMC

Begin	End	Length	Section
03/12/12	03/16/12	5 days	0010
03/19/12	03/23/12	5 days	0011
07/23/12	07/27/12	5 days	0012
07/30/12	08/03/12	5 days	0013

At Bangkok

Begin	End	Length	Section
01/23/12	01/27/12	5 days	0014
01/30/12	02/03/12	5 days	0015
02/06/12	02/10/12	5 days	0016

At Cairo

Begin	End	Length	Section
06/10/12	06/14/12	5 days	0017
06/17/12	06/21/12	5 days	0018
06/24/12	06/28/12	5 days	0019

FY13 schedule to be determined.

Voice Over IP Fundamentals

Course Code YW298 **F P R**

Schedule: Two weeks; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
10/11/11	10/21/11	2 weeks	0001
11/14/11	11/25/11	2 weeks	0002*
02/13/12	02/24/12	2 weeks	0003*
04/23/12	05/04/12	2 weeks	0004
06/18/12	06/29/12	2 weeks	0005
09/10/12	09/21/12	2 weeks	0006

FY13 schedule to be determined.

*Classes are not held on federal holidays.

Web.PASS System Administrator

Course Code YW425 **P R**

Schedule: Five days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
10/11/11	10/14/11	5 days	0001
01/23/12	01/27/12	5 days	0002
03/05/12	03/09/12	5 days	0003
04/09/12	04/13/12	5 days	0004
06/18/12	06/22/12	5 days	0005
07/09/12	07/13/12	5 days	0006
09/10/12	09/14/12	5 days	0007

FY13 schedule to be determined.

Windows 7 Administration

Course Code YW426 **F R**

Schedule: Five days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
10/03/11	10/07/11	5 days	0001
11/14/11	11/18/11	5 days	0002
12/05/11	12/09/11	5 days	0003
02/06/12	02/10/12	5 days	0004
03/19/12	03/23/12	5 days	0005
04/02/12	04/06/12	5 days	0006
05/07/12	05/11/12	5 days	0007
06/11/12	06/15/12	5 days	0008
07/16/12	07/20/12	5 days	0009
08/06/12	08/10/12	5 days	0010
09/24/12	09/28/12	5 days	0011

At Ft. Lauderdale RIMC

Begin	End	Length	Section
10/31/11	11/04/11	5 days	0012
01/23/12	01/27/12	5 days	0014
03/05/12	03/09/12	5 days	0015
05/07/12	05/11/12	5 days	0016
05/21/12	05/25/12	5 days	0017
07/16/12	07/20/12	5 days	0018

At Frankfurt RIMC

Begin	End	Length	Section
12/05/11	12/09/11	5 days	0019
03/05/12	03/09/12	5 days	0020
04/10/12	04/13/12	5 days	0021
07/23/12	07/27/12	5 days	0022

At Cairo

Begin	End	Length	Section
04/08/12	04/12/12	5 days	0023
06/03/12	06/07/12	5 days	0024
07/29/12	08/02/12	5 days	0025

At Manila

Begin	End	Length	Section
01/30/12	02/03/12	5 days	0026
04/30/12	05/04/12	5 days	0027
08/20/12	08/24/12	5 days	0028

FY13 schedule to be determined.

Computer End-User Skills

Adobe Connect - Managing Webinar Meeting Rooms

Course Code PS356 **P R**

Schedule: Three days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
10/12/11	10/14/11	3 days	0001
12/13/11	12/15/11	3 days	0002
01/10/12	01/12/12	3 days	0003
02/28/12	03/01/12	3 days	0004
04/24/12	04/26/12	3 days	0005
06/12/12	06/14/12	3 days	0006
07/11/12	07/13/12	3 days	0007

08/21/12 08/23/12 3 days 0008
FY13 schedule to be determined.

MS Access 2007, Level I

Course Code PS556 **F R**

Schedule: Two days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
11/07/11	11/08/11	2 days	0001
12/01/11	12/02/11	2 days	0002
01/11/12	01/12/12	2 days	0003
02/23/12	02/24/12	2 days	0004
04/12/12	04/13/12	2 days	0005
05/21/12	05/22/12	2 days	0006
06/19/12	06/20/12	2 days	0007
07/18/12	07/19/12	2 days	0008
08/06/12	08/07/12	2 days	0009
09/11/12	09/12/12	2 days	0010

FY13 schedule to be determined.

MS Access 2007 - Level II

Course Code PS557 **F P R**

Schedule: Two days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
10/20/11	10/21/11	2 days	0001
11/21/11	11/22/11	2 days	0002
01/25/12	01/26/12	2 days	0003
03/07/12	03/08/12	2 days	0004
05/02/12	05/03/12	2 days	0005
05/23/12	05/24/12	2 days	0006
08/09/12	08/10/12	2 days	0007
09/26/12	09/27/12	2 days	0008

FY13 schedule to be determined.

MS Access 2007 - Microsoft Office Specialist

Course Code PS558 **F P**

Schedule: Five days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
12/12/11	12/16/11	5 days	0001
02/13/12	02/17/12	5 days	0002
04/02/12	04/06/12	5 days	0003
08/13/12	08/17/12	5 days	0004

FY13 schedule to be determined.

MS Access 2007 Workshop

Course Code PS560 **F P R**

Schedule: One day; 9:00 a.m. to 4:00 p.m.
FY12/13 schedule to be determined.

MS Excel 2007 - Level I

Course Code PS561 **F R**

Schedule: Two days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
10/06/11	10/07/11	2 days	0001
11/01/11	11/04/11	2 days	0022
11/16/11	11/17/11	2 days	0002
12/05/11	12/07/11	2 days	0023
12/12/11	12/13/11	2 days	0003
01/05/12	01/06/12	2 days	0004
02/13/12	02/14/12	2 days	0005
04/11/12	04/12/12	2 days	0007
05/17/12	05/18/12	2 days	0008
06/19/12	06/20/12	2 days	0009
07/23/12	07/24/12	2 days	0010
08/15/12	08/16/12	2 days	0011
09/18/12	09/19/12	2 days	0012

At Main State

03/13/12 03/14/12 2 days 0006
FY13 schedule to be determined.

MS Excel 2007 - Level II

Course Code PS562 **F P R**

Schedule: Two days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
10/11/11	10/12/11	2 days	0001
01/17/12	01/18/12	2 days	0003
02/28/12	02/29/12	2 days	0004
04/25/12	04/26/12	2 days	0006
05/31/12	06/01/12	2 days	0007
06/21/12	06/22/12	2 days	0008
07/26/12	07/27/12	2 days	0009
09/05/12	09/06/12	2 days	0010

At Main State

11/29/11 11/30/11 2 days 0002
03/15/12 03/16/12 2 days 0005

At London

10/04/11	10/07/11	2 days	0018
11/29/11	12/02/11	2 days	0016
12/13/11	12/14/11	2 days	0017

FY13 schedule to be determined.

MS Excel 2007 - Microsoft Office Specialist

Course Code PS563 **F P**

Schedule: Five days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
10/24/11	10/28/11	5 days	0001
12/05/11	12/09/11	5 days	0003
01/30/12	02/03/12	5 days	0004
03/19/12	03/23/12	5 days	0005
05/07/12	05/11/12	5 days	0006
06/11/12	06/15/12	5 days	0007
07/30/12	08/03/12	5 days	0009
09/10/12	09/14/12	5 days	0010

At Ft. Lauderdale

06/18/12 06/22/12 5 days 0008

At Frankfurt

10/31/11 11/04/11 5 days 0002

At Bangkok

11/28/11 12/02/11 5 days 0011

FY13 schedule to be determined.

MS Excel 2007 - Workshop

Course Code PS565 **F P R**

Schedule: One day; 9:00 a.m. to 4:00 p.m.
FY12/13 schedule to be determined.

MS Office Week 2007

Course Code PS576 **F R**

Schedule: Five days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
11/28/11	12/02/11	5 days	0001
01/23/12	01/27/12	5 days	0002
03/05/12	03/09/12	5 days	0003
04/16/12	04/20/12	5 days	0004
05/14/12	05/18/12	5 days	0005
06/25/12	06/29/12	5 days	0006
07/23/12	07/27/12	5 days	0007
08/27/12	08/31/12	5 days	0008

FY13 schedule to be determined.

MS Office Applications, Customized

Course Code PS322-324

Schedule: PS322 – ½ day **P**
PS323 – Two hours
PS324 – Three days

Call SAIT at 703-302-6750 to arrange schedule.

MS Outlook 2007, Introduction

Course Code PS566 **F R**

Schedule: Two days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
10/18/11	10/19/11	2 days	0001
12/06/11	12/07/11	2 days	0002
01/09/12	01/10/12	2 days	0003
02/21/12	02/22/12	2 days	0004
04/10/12	04/11/12	2 days	0005
05/09/12	05/10/12	2 days	0006
06/14/12	06/15/12	2 days	0007
08/01/12	08/02/12	2 days	0008
09/13/12	09/14/12	2 days	0009

FY13 schedule to be determined.

Course Schedules

Computer End-User Skills

MS Outlook 2007 - Microsoft Office Specialist

Course Code PS567 **F** **P**

Schedule: Five days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
10/31/11	11/04/11	5 days	0001
01/23/12	01/27/12	5 days	0002
03/26/12	03/30/12	5 days	0003
05/14/12	05/18/12	5 days	0004
06/18/12	06/22/12	5 days	0005
08/06/12	08/10/12	5 days	0006
09/17/12	09/21/12	5 days	0007

FY13 schedule to be determined.

MS Outlook 2007 - Workshop

Course Code PS569 **F** **P** **R**

Schedule: One day; 9:00 a.m. to 4:00 p.m.
FY12/13 schedule to be determined.

MS PowerPoint 2007 - Level I

Course Code PS570 **F** **R**

Schedule: Two days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
11/03/11	11/04/11	2 days	0001
12/14/11	12/15/11	2 days	0002
01/05/12	01/06/12	2 days	0003
02/16/12	02/17/12	2 days	0004
03/28/12	03/29/12	2 days	0005
04/19/12	04/20/12	2 days	0006
05/21/12	05/22/12	2 days	0007
07/09/12	07/10/12	2 days	0008
08/15/12	08/16/12	2 days	0009
09/20/12	09/21/12	2 days	0010

FY13 schedule to be determined.

MS PowerPoint 2007 - Level II

Course Code PS571 **F** **P** **R**

Schedule: Two days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
10/12/11	10/13/11	2 days	0001
11/21/11	11/22/11	2 days	0002
01/18/12	01/19/12	2 days	0003
02/29/12	03/01/12	2 days	0004
04/03/12	04/04/12	2 days	0005
04/24/12	04/25/12	2 days	0006
05/30/12	05/31/12	2 days	0007
07/12/12	07/13/12	2 days	0008
08/22/12	08/23/12	2 days	0009
09/26/12	09/27/12	2 days	0010

FY13 schedule to be determined.

MS PowerPoint 2007 - Microsoft Office Specialist

Course Code PS572 **F** **P**

Schedule: Five days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
10/17/11	10/21/11	5 days	0001
11/28/11	12/02/11	5 days	0003
02/06/12	02/10/12	5 days	0004
03/12/12	03/16/12	5 days	0005
04/30/12	05/04/12	5 days	0006
06/04/12	06/08/12	5 days	0007
07/16/12	07/20/12	5 days	0009
08/27/12	08/31/12	5 days	0010

At Ft. Lauderdale

06/11/12 06/15/12 5 days 0008

At Frankfurt

10/24/11 10/28/11 5 days 0002

At Bangkok

12/06/11 12/09/11 5 days 0011

FY13 schedule to be determined.

MS PowerPoint 2007 - Workshop

Course Code PS574 **F** **P** **R**

Schedule: One day; 9:00 a.m. to 4:00 p.m.
FY12/13 schedule to be determined.

MS Project 2007, Introduction

Course Code PS578 **F** **R**

Schedule: Three days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
11/15/11	11/17/11	3 days	0001
01/18/12	01/20/12	3 days	0002
03/20/12	03/22/12	3 days	0003
05/01/12	05/03/12	3 days	0004
06/26/12	06/28/12	3 days	0005
07/31/12	08/02/12	3 days	0006
09/25/12	09/27/12	3 days	0007

FY13 schedule to be determined.

Microsoft Publisher 2007

Course Code PS590 **F** **P**

Schedule: Two days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
10/26/11	10/27/11	2 days	0001
12/08/11	12/09/11	2 days	0002
01/24/12	01/25/12	2 days	0003
03/13/12	03/14/12	2 days	0004
04/25/12	04/26/12	2 days	0005
05/30/12	05/31/12	2 days	0006
08/08/12	08/09/12	2 days	0007

09/05/12 09/06/12 2 days 0008
FY13 schedule to be determined.

MS SharePoint Business Process Automation

Course Code PS588 **F** **P** **R**

Schedule: Five days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
10/18/11	10/20/11	5 days	0001
11/15/11	11/17/11	5 days	0002
12/13/11	12/15/11	5 days	0003
01/31/12	02/02/12	5 days	0004
03/06/12	03/08/12	5 days	0005
03/27/12	03/29/12	5 days	0006
05/01/12	05/03/12	5 days	0007
06/12/12	06/14/12	5 days	0008
07/31/12	08/02/12	5 days	0009
09/11/12	09/13/12	5 days	0010

FY13 schedule to be determined.

MS SharePoint - Business Users

Course Code PS586 **F** **R**

Schedule: One day; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
10/04/11	10/04/11	1 day	0001
10/11/11	10/11/11	1 day	0002
10/26/11	10/26/11	1 day	0003
11/01/11	11/01/11	1 day	0004
11/07/11	11/07/11	1 day	0005
11/22/11	11/22/11	1 day	0006
11/29/11	11/29/11	1 day	0007
12/06/11	12/06/11	1 day	0008
01/10/12	01/10/12	1 day	0009
01/23/12	01/23/12	1 day	0010
01/24/12	01/24/12	1 day	0011
02/09/12	02/09/12	1 day	0012
02/22/12	02/22/12	1 day	0013
02/24/12	02/24/12	1 day	0014
03/15/12	03/15/12	1 day	0015
03/20/12	03/20/12	1 day	0016
04/03/12	04/03/12	1 day	0017
04/10/12	04/10/12	1 day	0018
04/24/12	04/24/12	1 day	0019
05/08/12	05/08/12	1 day	0020
05/21/12	05/21/12	1 day	0021
06/05/12	06/05/12	1 day	0022
06/26/12	06/26/12	1 day	0023
07/06/12	07/06/12	1 day	0024
07/17/12	07/17/12	1 day	0025
07/24/12	07/24/12	1 day	0026
08/14/12	08/14/12	1 day	0027
08/16/12	08/16/12	1 day	0028
08/21/12	08/21/12	1 day	0029
08/28/12	08/28/12	1 day	0030
09/04/12	09/04/12	1 day	0031
09/18/12	09/18/12	1 day	0032

09/19/12 09/19/12 1 day 0033
FY13 schedule to be determined.

MS SharePoint 2007 – Site Owner

Course Code PS587 **F P R**

Schedule: Three days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
10/12/11	10/14/11	3 days	0002
11/02/11	11/04/11	3 days	0003
11/08/11	11/10/11	3 days	0004
11/30/11	12/02/11	3 days	0005
12/07/11	12/09/11	3 days	0006
01/11/12	01/13/12	3 days	0007
01/25/12	01/27/12	3 days	0008
02/14/12	02/16/12	3 days	0009
02/28/12	03/01/12	3 days	0010
04/04/12	04/06/12	3 days	0012
04/25/12	04/27/12	3 days	0013
05/09/12	05/11/12	3 days	0014
05/23/12	05/25/12	3 days	0015
06/06/12	06/08/12	3 days	0016
06/27/12	06/29/12	3 days	0017
07/09/12	07/11/12	3 days	0018
07/18/12	07/20/12	3 days	0019
07/25/12	07/27/12	3 days	0020
08/22/12	08/24/12	3 days	0021
08/29/12	08/31/12	3 days	0022
09/05/12	09/07/12	3 days	0023
09/25/12	09/27/12	3 days	0024

At Main State

10/05/11	10/07/11	3 days	0001
03/21/12	03/23/12	3 days	0011

Microsoft Visio: Business Process Diagramming

Course Code PS591 **F P**

Schedule: Two days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
10/24/11	10/25/11	2 days	0001
11/21/11	11/22/11	2 days	0002
12/20/11	12/21/11	2 days	0003
02/07/12	02/08/12	2 days	0004
03/13/12	03/14/12	2 days	0005
04/12/12	04/13/12	2 days	0006
05/15/12	05/16/12	2 days	0007
06/19/12	06/20/12	2 days	0008
08/07/12	08/08/12	2 days	0009
09/20/12	09/21/12	2 days	0010

FY13 schedule to be determined.

MS Windows XP, Introduction

Course Code PS301

Schedule: One day; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
10/21/11	10/21/11	1 day	0001
01/12/12	01/12/12	1 day	0002
03/26/12	03/26/12	1 day	0003
05/30/12	05/30/12	1 day	0004
08/14/12	08/14/12	1 day	0005

FY13 schedule to be determined.

MS Word 2007 - Advanced

Course Code PS589 **F P**

Schedule: Two days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
11/08/11	11/09/11	2 days	0001
12/20/11	12/21/11	2 days	0002
01/31/12	02/01/12	2 days	0003
02/22/12	02/23/12	2 days	0004
04/17/12	04/18/12	2 days	0005
05/16/12	05/17/12	2 days	0006
07/10/12	07/11/12	2 days	0007
08/21/12	08/22/12	2 days	0008

FY13 schedule to be determined.

SIPRNet in Department of State Environment

Course Code PS416 **C**

Schedule: Four hours; 9:00 a.m. to 4:00 p.m.
At Main State

Begin	End	Length	Section
10/27/11	10/27/11	4 hours	0001
10/28/11	10/28/11	4 hours	0002
12/05/11	12/05/11	4 hours	0003
12/06/11	12/06/11	4 hours	0004
02/08/12	02/08/12	4 hours	0005
02/09/12	02/09/12	4 hours	0006
03/21/12	03/21/12	4 hours	0007
03/22/12	03/22/12	4 hours	0008
05/16/12	05/16/12	4 hours	0009
05/17/12	05/17/12	4 hours	0010
06/20/12	06/20/12	4 hours	0011
06/21/12	06/21/12	4 hours	0012
07/11/12	07/11/12	4 hours	0013
07/12/12	07/12/12	4 hours	0014
08/08/12	08/08/12	4 hours	0015
08/09/12	08/09/12	4 hours	0016
09/27/12	09/27/12	4 hours	0017
09/28/12	09/28/12	4 hours	0018

FY13 schedule to be determined.

SMART End-User Training

Course Code PS531 **P R**

Classroom/DVC/Webinar

Schedule: Classroom, Webinar or DVC: Two hours; between 9:00 a.m. and 4:00 p.m.

At Main State

Begin	End	Length	Section
10/20/11	10/20/11	2 hours	0001
10/20/11	10/20/11	2 hours	0002
11/17/11	11/17/11	2 hours	0003
11/17/11	11/17/11	2 hours	0004
12/15/11	12/15/11	2 hours	0006
12/15/11	12/15/11	2 hours	0007

Webinar

Begin	End	Length	Section
10/06/11	10/06/11	2 hours	DL01
10/06/11	10/06/11	2 hours	DL02
11/03/11	11/03/11	2 hours	DL03
11/03/11	11/03/11	2 hours	DL04
12/01/11	12/01/11	2 hours	DL05
12/01/11	12/01/11	2 hours	DL06

FY13 schedule to be determined.

Consular Training

ACS Unit Chiefs Basics

Course Code PC140 **P**

Schedule: Five days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
06/25/12	06/29/12	5 days	0001

FY13 schedule to be determined.

Advanced Consular Course

Course Code PC532 **P**

Schedule: Three weeks; 8:30 a.m. to 5:00 p.m.
At Shultz Center

Begin	End	Length	Section
06/11/12	06/29/12	3 weeks	0001

FY13 schedule to be determined.

Advanced Consular Namechecking and Identity Recognition Techniques

Course Code PC126 **P**

Schedule: Three days; 8:30 a.m. to 5:00 p.m.
At Shultz Center

Begin	End	Length	Section
10/31/11	11/02/11	3 days	0001
11/28/11	11/30/11	3 days	0002
01/09/12	01/11/12	3 days	0003
02/13/12	02/15/12	3 days	0004
03/05/12	03/07/12	3 days	0005

Course Schedules

Consular Training

04/09/12	04/11/12	3 days	0006
05/14/12	05/16/12	3 days	0007
06/25/12	06/27/12	3 days	0008
08/06/12	08/08/12	3 days	0009

FY13 schedule to be determined.

Advanced Consular Namechecking and Identity Recognition Techniques Overview

Course Code PCI26A **P**

Schedule: One day; 9:00 a.m. to 4:00 p.m.
FY12/13 schedule to be determined.

Assisting Victims of Crime

Course Code PCI24 **P**

Schedule: Three days; 9:00 a.m. to 4:00 p.m.

At Shultz Center

Begin	End	Length	Section
10/24/11	10/26/11	3 days	0001
12/12/11	12/14/11	3 days	0002
03/19/12	03/21/12	3 days	0003
05/21/12	05/23/12	3 days	0004
06/04/12	06/06/12	3 days	0005
07/30/12	08/01/12	3 days	0006
08/20/12	08/22/12	3 days	0007

FY13 schedule to be determined.

Assisting Victims of Crime, Overview

Course Code PCI24A

Schedule: One day; 8:30 a.m. to 5:00 p.m.
FY12/13 schedule to be determined.

Automated Systems for Consular Managers

Course Code PCI16 **P**

Schedule: Five days; 8:30 a.m. to 5:00 p.m.

At Shultz Center

Begin	End	Length	Section
10/17/11	10/21/11	5 days	0001
06/04/12	06/08/12	5 days	0002
08/27/12	08/31/12	5 days	0003
09/10/12	09/14/12	5 days	0004

FY13 schedule to be determined.

Basic Consular Course

Course Code PC530

Schedule: 31 days; 9:00 a.m. to 4:00 p.m.

At Shultz Center

Begin	End	Length	Section
10/07/11	11/22/11	31 days	0001*
10/19/11	12/05/11	31 days	0002*
10/28/11	12/14/11	31 days	0003*
11/08/11	12/23/11	31 days	0004*
11/18/11	01/11/12	31 days	0005*
12/01/11	01/23/12	31 days	0006*
12/12/11	02/01/12	31 days	0007*
01/09/12	02/22/12	31 days	0008*
01/19/12	03/02/12	31 days	0009*
01/30/12	03/13/12	31 days	0010*
02/08/12	03/22/12	31 days	0011*
02/17/12	04/02/12	31 days	0012*
02/29/12	04/11/12	31 days	0013
03/09/12	04/20/12	31 days	0014
03/20/12	05/01/12	31 days	0015
03/29/12	05/10/12	31 days	0016
04/09/12	05/21/12	31 days	0017
04/18/12	05/31/12	31 days	0018*
04/27/12	06/11/12	31 days	0019*
05/08/12	06/20/12	31 days	0020*
05/17/12	06/29/12	31 days	0021*
05/29/12	07/11/12	31 days	0022*
06/07/12	07/20/12	31 days	0023*
06/18/12	07/31/12	31 days	0024*
06/27/12	08/09/12	31 days	0025*
07/09/12	08/20/12	31 days	0026
07/18/12	08/29/12	31 days	0027
07/27/12	09/10/12	31 days	0028*
08/07/12	09/19/12	31 days	0029*
08/27/12	10/10/12	31 days	0031*
09/06/12	10/19/12	31 days	0032*
09/17/12	10/30/12	31 days	0033*
09/26/12	11/08/12	31 days	0034*

FY13 schedule to be determined.

*Classes are not held on federal holidays.

Computer Applications Review for Consular Officers

Course Code PCI27 **P**

Schedule: Four days; 8:30 a.m. to 5:00 p.m.

At Shultz Center

Begin	End	Length	Section
01/17/12	01/20/12	4 days	0001
03/12/12	03/15/12	4 days	0002
05/29/12	06/01/12	4 days	0003
07/02/12	07/06/12	4 days	0004*

FY13 schedule to be determined.

*Classes are not held on federal holidays.

Consular Interviewing

Course Code PC543 **P**

Schedule: Two days; 8:30 a.m. to 5:00 p.m.

At Shultz Center

Begin	End	Length	Section
11/03/11	11/04/11	2 days	0001
12/01/11	12/02/11	2 days	0002
12/12/11	12/13/11	2 days	0003
01/12/12	01/13/12	2 days	0004
02/16/12	02/17/12	2 days	0006
02/21/12	02/22/12	2 days	0007
03/08/12	03/09/12	2 days	0008
03/26/12	03/27/12	2 days	0009
04/12/12	04/13/12	2 days	0010
05/17/12	05/18/12	2 days	0011
06/28/12	06/29/12	2 days	0013
08/09/12	08/10/12	2 days	0012

FY13 schedule to be determined.

*Classes are not held on federal holidays.

Consular Leadership Development Conference

Course Code PCI08 **N**

Schedule: Four days; 8:30 a.m. to 5:00 p.m.

At Shultz Center

Begin	End	Length	Section
10/31/11	11/03/11	4 days	0001
11/28/11	12/02/11	4 days	0004
01/23/12	01/27/12	4 days	0005
02/13/12	02/17/12	4 days	0006
03/12/12	03/16/12	4 days	0007
04/16/12	04/20/12	4 days	0008
05/07/12	05/10/12	4 days	0002
09/10/12	09/13/12	4 days	0003

FY13 schedule to be determined.

Consular Review and Automation Update

Course Code PC540 **P**

Schedule: Three days; 8:15 a.m. to 5:00 p.m.

FY12/13 schedule to be determined.

Consular Section Chief Basics

Course Code PC550 **P**

Schedule: Two weeks; 8:30 a.m. to 5:00 p.m.

At Shultz Center

Begin	End	Length	Section
07/09/12	07/20/12	2 weeks	0001
08/13/12	08/24/12	2 weeks	0002

FY13 schedule to be determined.

Consular Training Segments

Course Codes PC535-538

Schedule: 9:00 a.m. to 4:00 p.m.

PC535 – Seven days

PC536 – Six days

PC537 – Six days

PC538 – Twelve days

FY12/13 schedule to be determined.

Countering International Parental Child Abduction

Course Code PC129 **P**

Schedule: Two days; 9:00 am to 5:00 pm

At Shultz Center

Begin	End	Length	Section
10/27/11	10/28/11	2 days	0001
12/15/11	12/16/11	2 days	0002
03/22/12	03/23/12	2 days	0003
05/24/12	05/25/12	2 days	0004
06/07/12	06/08/12	2 days	0005
08/02/12	08/03/12	2 days	0006
08/23/12	08/24/12	2 days	0007

FY13 schedule to be determined.

Fraud Prevention for Consular Managers

Course Code PC541

Schedule: Five days; 8:30 a.m. to 5:00 p.m.

At Shultz Center

Begin	End	Length	Section
10/31/11	11/04/11	5 days	0001
01/09/12	01/13/12	5 days	0002
04/23/12	04/27/12	5 days	0003
06/18/12	06/22/12	5 days	0004
07/16/12	07/20/12	5 days	0005
08/13/12	08/17/12	5 days	0006

FY13 schedule to be determined.

Orientation to Overseas Consular and Duty Officer Responsibilities

Course Code PC105

Schedule: Three days; 8:30 a.m. to 5:00 p.m.

At Shultz Center

Begin	End	Length	Section
10/11/11	10/13/11	3 days	0001
10/24/11	10/26/11	3 days	0002
11/14/11	11/16/11	3 days	0003
12/05/11	12/07/11	3 days	0004
12/19/11	12/21/11	3 days	0005
01/03/12	01/05/12	3 days	0006
01/17/12	01/19/12	3 days	0007
02/27/12	02/29/12	3 days	0008
03/12/12	03/14/12	3 days	0009
03/26/12	03/28/12	3 days	0010

04/09/12	04/11/12	3 days	0011
04/16/12	04/18/12	3 days	0012
04/23/12	04/25/12	3 days	0013
04/30/12	05/02/12	3 days	0014
05/14/12	05/16/12	3 days	0015
05/29/12	05/31/12	3 days	0016
06/11/12	06/13/12	3 days	0017
07/09/12	07/11/12	3 days	0018
07/16/12	07/18/12	3 days	0019
07/30/12	08/01/12	3 days	0020
08/06/12	08/08/12	3 days	0021
08/13/12	08/15/12	3 days	0022
09/17/12	09/19/12	3 days	0023
09/24/12	09/26/12	3 days	0024

FY13 schedule to be determined.

Passport and Nationality for Domestic Adjudicators

Course Code PC536B

Schedule: Four days; 9:00 a.m. to 4:00 p.m.

FY12/13 schedule to be determined.

Regional Consular Officers Workshop

Course Code PC114

Schedule: Five days; 9:00 a.m. to 4:00 p.m.

FY12/13 schedule to be determined.

Consular FSN and Consular Agents

Consular Agents' Workshop

Course Code PC107 **N** **P**

Schedule: Five days; 8:30 a.m. to 5:00 p.m.

FY12/13 schedule to be determined.

Fraud Prevention Workshop for Foreign Service Nationals

Course Code PC542 **N**

Schedule: Five days; 9:00 a.m. to 4:00 p.m.

At Shultz Center

Begin	End	Length	Section
11/14/11	11/18/11	5 days	0001
02/13/12	02/17/12	5 days	0002
03/05/12	03/09/12	5 days	0003
09/17/12	09/21/12	5 days	0004

FY13 schedule to be determined.

Regional Workshop for Consular Foreign Service Nationals

Course Code PC106 **N** **P**

Schedule: Five days; 9:00 a.m. to 4:00 p.m.

At Shultz Center

Begin	End	Length	Section/Region
11/28/11	12/02/11	5 days	0001 CON
01/30/12	02/03/12	5 days	0002 CON
02/06/12	02/10/12	5 days	0003 CON
04/02/12	04/06/12	5 days	0004 CON

FY13 schedule to be determined.

Workshop for Senior American Citizen Services Foreign Service Nationals

Course Code PC122 **N**

Schedule: Five days; 9:00 a.m. to 4:00 p.m.

At Shultz Center

Begin	End	Length	Section
03/12/12	03/16/12	5 days	0001
04/09/12	04/13/12	5 days	0002

FY13 schedule to be determined.

Workshop for Senior Immigrant Visa Foreign Service Nationals

Course Code PC123 **N** **P**

Schedule: Five days; 7:00 am to 4:00 pm

At Shultz Center

Begin	End	Length	Section
04/16/12	04/20/12	5 days	0001
08/27/12	08/31/12	5 days	0002

FY13 schedule to be determined.

Workshop for Senior Non-Immigrant Visa Foreign Service Nationals

Course Code PC121 **N** **P**

Schedule: Five days; 9:00 a.m. to 4:00 p.m.

At Shultz Center

Begin	End	Length	Section
12/05/11	12/09/11	5 days	0001
01/23/12	01/27/12	5 days	0002

FY13 schedule to be determined.

Distance Learning

"Distance Learning" is defined as any formal coursework for which credit is granted where the instructor and student are separated geographically or where there may not be an instructor at all; however, instructional tools are built into the course. Distance Learning may be "synchronous" (i.e., live, real-time course delivery using a variety of communication modes) or "asynchronous" (i.e., any training where interaction is delayed, there is no direct interaction with an instructor, and content is accessible 24/7).

Unless noted with one of the symbols below, most FSI distance learning training is offered via the Internet or FSI LearnCenter on a self-paced basis. Students have 90 days to complete courses.

D DVC: Instruction provided via a scheduled "digital video conference," allowing for real-time communication between students and the instructor using a two-way audio, two-way video feed. Multiple visuals can also be incorporated such as PowerPoint and video, making this delivery method one of the most interactive available.

I Internet: Instruction is provided via the Internet, but not on the FSI LearnCenter.

M LearnCenter, Mentored Training: Instruction is provided via the Internet on the FSI LearnCenter; courses are mentored by a FSI instructor. Students begin and end training as a group and complete assignments and/or exams according to a set training schedule. In most cases, all communication between instructor and student is electronic, as is the submission of assignments and examinations.

O OpenNet: Instruction is provided via the Department of State's OpenNet.

W Webinar: Instruction is provided via the Department of State's OpenNet, generally as a presentation, lecture, workshop or seminar, according to an established training schedule. Students login from their computers to take part in the webinar.

FasTrac Distance Learning Program				
Course Code/Course Title		Est. Time		
FasTrac Distance Learning Program		Varies by course		
Area Studies				
Course Code/Course Title		Est. Time	Course Code/Course Title	Est. Time
AR940 Egypt: Cultural Interactions and Connections		1½ hours	AR965 Ukraine: Cultural Interactions and Connections	1½ hours
AR950 Russia: Cultural Interactions and Connections		1½ hours		
Computer and Communications Systems Technology Skills				
Course Code/Course Title		Est. Time	Course Code/Course Title	Est. Time
YW280 Basic Emergency and Evacuation Radio Skills R		1 hour	YW464 ILMS DPM - Overseas Class Vault User	12 hours
YW303 FASTNet Core Operations and Maintenance I M		3 weeks	YW462 ILMS DPM - Overseas Mailroom User	12 hours
YW302 FASTNet Post Operations and Maintenance I M		3 weeks	YW600 Introduction to Data Networks M	2 weeks
YW461 ILMS DPM - Domestic Inbound Pouch Processor		6 hours	YW435 Introduction to Diplomatic Telecommunications Service Satellite Communications I M	2 weeks
YW460 ILMS DPM - Domestic Outbound Pouch Processor		6 hours	YW141 Introduction to Telephone Security	1 hour
YW466 ILMS DPM - Domestic Receipt Processor		2 hours	YW463 IT Contingency Planning	6 hours
YW465 ILMS DPM - Domestic Shipment Processor		6 hours		
Computer End-User Training				
Course Code/Course Title		Est. Time	Course Code/Course Title	Est. Time
PS583 MS Office 2007: Excel – Mentored, Advanced M F		6 weeks	PS581 MS Office 2007: Word – Mentored, Advanced M F	6 weeks
PS582 MS Office 2007: Excel – Mentored, Beginning M F		6 weeks	PS580 MS Office 2007: Word – Mentored, Beginning M F	6 weeks
PS594 MS Office 2007: Outlook – Mentored, Advanced M F		6 weeks	Microsoft Certified Application Specialist 2007 Exam Prep Option	Varies
PS584 MS Office 2007: Outlook – Mentored, Beginning M F		6 weeks	PS531 SMART End-User Training D W R	2 hours
PS595 MS Office 2007: PowerPoint–Mentored, Advanced M F		6 weeks	PS530 SMART Messaging: A Course for Users O R	1 hour
PS585 MS Office 2007: PowerPoint–Mentored, Beginning M F		6 weeks	PS532 SMART Messaging: A Course for System Administrators R	2 hours

Consular Training

Course Code/Course Title	Est. Time	Course Code/Course Title	Est. Time
PC417 Accounting for Consular Fees: Training for the ACO	3 hours	PC545 Examining U.S. Passports R	2 hours
PC419 Collecting Consular Fees: Training for the Consular Cashier	3 hours	PC402 Immigrant Visa Petitions: Revocation Guidance	3 hours
PC406 Combating Trafficking in Persons	2 hours	PC102 Immigration Law and Visa Operations	3 hours
PC418 Consular Fees: Training for the Consular Agent	3 hours	PC103 Nationality Law/Consular Procedures	3 hours
PC533 Consular Management at a Small Post	3 hours	PC401 Nonimmigrant Visa Petitions: Revocation Guidance	1½ hours
PC400 Consular Management Controls	1½ hours	PC104 Overseas Citizens Services	3 hours
PC120 Consular Task Force Basics	1½ hours	PC441 Passport Data Security Awareness	1 hour
PC544 Detecting Fraudulent Documents R	1½ hours	PC440 Processing Security Advisory Opinions	2½ hours
PC128 Detecting Imposters R	1½ hours		

Economics Training

Course Code/Course Title	Est. Time	Course Code/Course Title	Est. Time
PE224 Basics of International Trade	1 hour	PE342 Intellectual Property Rights: Patents and Undisclosed Information R	2 hours
PE339 Intellectual Property Rights: Copyright and Related Rights R	2 hours	PE343 Intellectual Property Rights: Trademarks R	2 hours
PE338 Intellectual Property Rights: Core Course	3 hours	PE340 Intellectual Property Rights: Traditional Knowledge and Expressions R	2 hours
PE341 Intellectual Property Rights: Geographical Indications R	2 hours	PE223 World Trade Organization History and Core Principles	2 hours
PE344 Intellectual Property Rights: Industrial Designs R	2 hours		

English Training

Course Code/Course Title	Est. Time	Course Code/Course Title	Est. Time
PY212 Online Writing Lab Advanced/American Studies M N	8 weeks	PY210 Online Writing Lab Intermediate M N	8 weeks
PY211 Online Writing Lab High Intermediate/Advanced M N	8 weeks		

Language Training

Express Language

Course Code/Course Title	Est. Time	Course Code/Course Title	Est. Time
LAD420 Arabic Express I Part 1 M	14 weeks	LHC420 Haitian Creole Express Part 1 M	14 weeks
LAD421 Arabic Express I Part 2 M	14 weeks	LHC421 Haitian Creole Express Part 2 M	14 weeks
LAD422 Arabic Express II Part 1 M	14 weeks	LJA420 Japanese Express I Part 1 M	14 weeks
LAD423 Arabic Express II Part 2 M	14 weeks	LJA421 Japanese Express I Part 2 M	14 weeks
LAD424 Arabic Express II Part 3 M	14 weeks	LPU420 Pashto Express I Part 1 M	14 weeks
LAD425 Arabic Express III M	14 weeks	LPU421 Pashto Express I Part 2 M	14 weeks
LCM420 Chinese (Mandarin) Express I Part 1 M	14 weeks	LPL420 Polish Express I Part 1 M	14 weeks
LCM421 Chinese (Mandarin) Express I Part 2 M	14 weeks	LPL421 Polish Express I Part 2 M	14 weeks
LPG420 Dari Express I Part 1 M	14 weeks	LPY420 Portuguese Express I Part 1 M	14 weeks
LPG421 Dari Express I Part 2 M	14 weeks	LPY421 Portuguese Express I Part 2 M	14 weeks
LFR420 French (Sub-Saharan) Express I Part 1 M	14 weeks	LRU420 Russian Express I Part 1 M	14 weeks
LFR421 French (Sub-Saharan) Express I Part 2 M	14 weeks	LRU421 Russian Express I Part 2 M	14 weeks
LGM420 German Express I Part 1 M	14 weeks	LQB420 Spanish Express I Part 1 M	14 weeks
LGM421 German Express I Part 2 M	14 weeks	LQB421 Spanish Express I Part 2 M	14 weeks
LGR420 Greek Express I Part 1 M	14 weeks	LUR420 Urdu Express I Part 1 M	14 weeks
LGR421 Greek Express I Part 2 M	14 weeks	LUR421 Urdu Express I Part 2 M	14 weeks







Intermediate Language

Course Code/Course Title	Est. Time	Course Code/Course Title	Est. Time
LFR425 Intermediate French Part 1 M	14 weeks	LQB425 Intermediate Spanish Part 1 M	14 weeks
LFR426 Intermediate French Part 2 M	14 weeks	LQB426 Intermediate Spanish Part 2 M	14 weeks







Course Schedules

Distance Learning



Introductory Language

Course Code/Course Title	Est. Time	Course Code/Course Title	Est. Time
LKP410 Korean Introductory Part 1 	14 weeks	LPF411 Persian (Farsi) Introductory I Part 2 	14 weeks
LKP411 Korean Introductory Part 2 	14 weeks	LPF412 Persian (Farsi) Introductory II Part 1 	14 weeks
LPF410 Persian (Farsi) Introductory I Part 1 	14 weeks	LPF413 Persian (Farsi) Introductory II Part 2 	14 weeks

Language Conversion

Course Code/Course Title	Est. Time	Course Code/Course Title	Est. Time
LPL460 Russian to Polish Conversion Part 1 	14 weeks	LPL461 Russian to Polish Conversion Part 2 	14 weeks
LSK460 Russian to Slovak Conversion Part 1 	14 weeks	LPY460 Spanish to Portuguese Conversion Part 1 	14 weeks
LSK461 Russian to Slovak Conversion Part 2 	14 weeks	LPY461 Spanish to Portuguese Conversion Part 2 	14 weeks



Language for Consular Tradecraft

Course Code/Course Title	Est. Time	Course Code/Course Title	Est. Time
LRU440 Russian for Consular Tradecraft 	14 weeks	LQB440 Spanish for Consular Tradecraft 	14 weeks


Language Testing

Course Code/Course Title	Est. Time	Course Code/Course Title	Est. Time
PLP400 Language Testing at Post	1 hour		

Listening Comprehension

Course Code/Course Title	Est. Time	Course Code/Course Title	Est. Time
LFR430 French Listening Comprehension 	14 weeks	LQB430 Spanish Listening Comprehension 	14 weeks



Other Language Courses

Course Code/Course Title	Est. Time	Course Code/Course Title	Est. Time
LAI490 Arabic (Iraqi) 	12 weeks		

Out and About

Course Code/Course Title	Est. Time	Course Code/Course Title	Est. Time
L_510 Out and About in [City]	8 hours		









People to People

Course Code/Course Title	Est. Time	Course Code/Course Title	Est. Time
LRU445 People to People Advanced Russian, Volume I 	12 weeks	LRU446 People to People Advanced Russian, Volume II 	12 weeks

Post Language Program

Course Code/Course Title	Est. Time	Course Code/Course Title	Est. Time
PLP100 Post Language Officer Course	6 hours	PLP200 Post Language Teacher Orientation	10 hours

Reading Maintenance

Course Code/Course Title	Est. Time	Course Code/Course Title	Est. Time
LAD401 Arabic Reading Maintenance, Volume I 	12 weeks	LPY401 Portuguese Reading Maintenance, Volume I 	12 weeks
LCM401 Chinese (Mandarin) Reading Maintenance, Volume I 	12 weeks	LRU401 Russian Reading Maintenance, Volume I 	12 weeks
LFR402 French Reading Maintenance, Volume II 	12 weeks	LRU402 Russian Reading Maintenance, Volume II 	12 weeks
LPL401 Polish Reading Maintenance, Volume I 	12 weeks	LQB401 Spanish Reading Maintenance, Volume I 	12 weeks

Resource Library

Course Code/Course Title	Est. Time	Course Code/Course Title	Est. Time
SR041 FSI Online Language Resource Library	Self-Study		

Rosetta Stone Language Library

Course Code/Course Title	Est. Time	Course Code/Course Title	Est. Time
SR042 Rosetta Stone Language Training	Self-Study		

Leadership and Management Training

Course Code/Course Title	Est. Time	Course Code/Course Title	Est. Time
PD533 Crisis Management Exercise, Overseas D	4 hours	PT401 No FEAR Act Training	1½ hours
PD534 Crisis Management Overview D	4 hours	PD529 Strategic Planning and Performance Measurement	6 hours
PD543 Emergency Action Committee	2 hours	PT319 Transformational Diplomacy Overview	1 hour
PD541 Floor Wardens and Monitors	1½ hours		

Management Tradecraft Training
Acquisition, Contracting and Procurement Training

Course Code/Course Title	Est. Time	Course Code/Course Title	Est. Time
PA296 How to Be Contracting Officer's Representative	4 hours	PA229 Simplified Acquisition Procedures	1 hour
EX100 Mission Support Planning (DAU DL Contracting Course)	21 hours	PA421 Web.PASS Procurement: Basic Overview	4 hours
PA340 Overseas Contracting Officer Update Training	4 hours	PA425 Web.PASS Procurement: Contracting Officer	2 hours
PA299 Purchase Card Program Coordinator Training	2 hours	PA422 Web.PASS Procurement: Procurement Department	4 hours
PA297 Purchase Card Self-Certification Training	2 hours		

Facility Management Training

Course Code/Course Title	Est. Time	Course Code/Course Title	Est. Time
PA486 Personal Protective Equipment	3½ hours	PA485 Safety, Health and Environment, Introduction to	2 hours
PA526 ProjNet SM Facilitating Design and Construction Communication	3 hours	PA438 Web.PASS Work Order for Windows	2 hours

Financial Management Training

Course Code/Course Title	Est. Time	Course Code/Course Title	Est. Time
PA461 eAllowance: Per Diem	1 hour	GFS10 Reading and Understanding Fiscal Data	4 hours
PA462 eAllowance: Retail Price Schedule	1 hour	PA480 Voucher Examiner Course	40 hours
PA367 Federal Assistance Financial Management, Overview of	2 hours	PA423 Web.PASS Procurement: Accounting Department	3 hours
PA291 How to Be a Certifying Officer	40 hours	PA424 Web.PASS Procurement: Financial Management Officer	2 hours
PA463 Post Allowance: Retail Price Collecting	1 hour	PA427 Web.PASS Procurement: Vouchering Department	2 hours
PA300 Purchase Card Designated Billing Official Training	16 hours	PA368 WebRABIT State Program and PD Budget Preparation Tool	1 hour

General Services Operations Training

Course Code/Course Title	Est. Time	Course Code/Course Title	Est. Time
PA227 NEPA for Windows, Basic Overseas Record Keeping	15 hours	PA474 VIP Visits: Funding and Procurement W	1 hour
PA169 Property Management for Custodial Officers	20 hours	PA436 Web.PASS Expendable Supplies: Basic Recordkeeping	3 hours
PA420 Real Property Management	2 hours	PA437 Web.PASS Expendable Supplies: Inventory Mgmt/Reports	3 hours
PA244 Travel Policy and Procedures at Post	40 hours	PA426 Web.PASS Procurement: Receiving Department	2 hours
PA475 VIP Visits: Basic Managing Hotels and Control Rooms W	1½ hours	PA429 Web.PASS Vehicle Registration and Maintenance	3 hours
PA476 VIP Visits: Effective Transportation, Motorcade and Baggage Support W	1½ hours		

Human Resources Management Training













Course Code/Course Title	Est. Time	Course Code/Course Title	Est. Time
PA449 ePerformance for Civil Service	1½ hours	PA487 Evacuation Management System, Introduction to	1 hour
PA448 ePerformance for Foreign Service	1½ hours	PA240 Measuring Performance	8 hours
PA451 Ethics Orientation for New Employees	1 hour	PA446 Mission Classification Online Tutorial	2 hours
PA453 Ethics Orientation for New Locally Employed Staff	1 hour	PA432 Web.PASS Post Personnel: American Track	3 hours
PA452 Ethics Orientation for New Special Government Employees	1 hour	PA431 Web.PASS Post Personnel: Local Track	3 hours

Logistics Management Training

Course Code/Course Title	Est. Time	Course Code/Course Title	Est. Time
PA364 ILMS Asset Mgmt – Basic Property Record Keeping R	16 hours	PA363 ILMS Asset Mgmt – Property Reconciliation Process (Domestic)	16 hours
PA366 ILMS Asset Mgmt – Basic Property Record Keeping (Overseas)	1½ hours	PA365 ILMS Asset Mgmt – Property Reconciliation Process (Overseas)	24 hours

Course Schedules

Distance Learning

PA377 ILMS – Overseas Ariba Approver Training	2 hours	PA360 Supply Chain Management, Introduction to 	16 hours
PA376 ILMS – Overseas Ariba Requester Training	1 hour		
Management Tradecraft			
Course Code/Course Title	Est. Time	Course Code/Course Title	Est. Time
PA199 E2 Solutions: Online Booking Engine	30 hours	PA473 eCountry Clearance: Post Administrator	½ hour
PA195 E2 Solutions: System Administrator	2 hours	PA471 eCountry Clearance: Requestor	½ hour
PA198 E2 Solutions: Travel Approver 	2 hours	PA164 Management Controls	40 hours
PK196 E2 Solutions: Travel Arranger 	1½ hours	PA404 Post Duty Officer Responsibilities, Introduction to	1½ hours
PK197 E2 Solutions: Traveler 	1½ hours	PA459 Protecting Personally Identifiable Information	2 hours
PA472 eCountry Clearance: Approver	½ hour	PA428 Web.PASS Visitor Management	3 hours
Office Management Training			
Course Code/Course Title	Est. Time	Course Code/Course Title	Est. Time
PK207 Files and Records Management 	2 hours	PK195 Travel Policies and Procedures for Domestic Offices	4 hours
PK324 TAGS and Terms	2 hours		
Orientation Training			
Course Code/Course Title	Est. Time	Course Code/Course Title	Est. Time
PN113 Introduction to Working in an Embassy	10 hours		
Political Training			
Course Code/Course Title	Est. Time	Course Code/Course Title	Est. Time
PP425 Foreign Assistance Program Monitoring and Evaluation 	2 hours	PP410 INVEST: Leahy Vetting at Post	1½ hours
PP421 INL Financial Management 	5 hours	PP411 INVEST: Leahy Vetting in Washington	1½ hours
PP420 INL Program and Project Management I 	2 hours		
Public Diplomacy Training			
Course Code/Course Title	Est. Time	Course Code/Course Title	Est. Time
PY441 Fulbright Program, Introduction to the	3 hours	PY431 Mission Press Office	4 hours
PY442 Fulbright Program Planning	3 hours	PY222 Monitoring Grants and Cooperative Agreements	10 hours
PY220 Grants and Cooperative Agreements, Introduction to	4 hours	PY402 Strategic Planning for Public Diplomacy 	4 hours
PY424 Managing the International Visitor Leadership Program at Post	8 hours	PY440 Understanding Cultural Heritage 	4 hours
PY422 Managing Public Diplomacy Resources	3 hours	PY433 Writing for the Media	3 hours
PY432 Media Monitoring and Reporting	2 hours		
Reconstruction, Stabilization and Conflict Transformation			
Course Code/Course Title	Est. Time	Course Code/Course Title	Est. Time
RS402 Introduction to Department of Defense Agency Culture	1 hour	RS403 Introduction to U.S. Agency for International Development Culture	1 hour
RS401 Introduction to Department of State Agency Culture	1 hour		
Security Training			
Course Code/Course Title	Est. Time	Course Code/Course Title	Est. Time
PS830 Active Defense: An Executive's Guide to Information Assurance	1 hour	EX200 Information Sharing Environment	½ hour
PS800 Cyber Security Awareness 	1 hour	PS820 Personal Identity Verification Module 2	2 hours
PD538 Domestic Emergency Management 	¾ hour	MQ912 Security Overseas Seminar, Advanced	6 hours
Training Skills			
Course Code/Course Title	Est. Time	Course Code/Course Title	Est. Time
PD551 Writing Specific Objectives	1 hour		
Transitions			
Course Code/Course Title	Est. Time		
MQ899 Post Community and Country Research	Self-study (accessible from the FSI Transition Center only)		

Distance Learning Scheduled Courses

Computer and Communications System Technical Skill

Data Networks, Introduction to

Course Code YW600

Online

Schedule: Twenty-four hour access via the FSI LearnCenter.

On LearnCenter

Begin	End	Length	Section
10/17/11	10/28/11	2 weeks	DL01
11/21/11	12/02/11	2 weeks	DL02*
12/19/11	12/30/11	2 weeks	DL03*
01/16/12	01/27/12	2 weeks	DL04*
02/20/12	03/02/12	2 weeks	DL05*
03/19/12	03/30/12	2 weeks	DL06
04/16/12	04/27/12	2 weeks	DL07
05/21/12	06/01/12	2 weeks	DL08*
06/18/12	06/29/12	2 weeks	DL09
07/16/12	07/27/12	2 weeks	DL10
08/20/12	08/31/12	2 weeks	DL11
09/17/12	09/28/12	2 weeks	DL12

FY13 schedule to be determined.

*Classes are not held on federal holidays.

Diplomatic Telecommunications Service Satellite Communications Theory, Introduction to

Course Code YW435

Classroom/Online

Schedule:

Classroom: Five days; 8:00 a.m. to 4:00 p.m.
Online: Students have two weeks to complete this 40-hour course.

At Warrenton Training Center:

Begin	End	Length	Section
10/17/11	10/21/11	5 days	0001
12/19/11	12/23/11	5 days	0003
01/09/12	01/13/12	5 days	0004
03/12/12	03/16/12	5 days	0006
04/02/12	04/06/12	5 days	0007
04/30/12	05/04/12	5 days	0008
05/21/12	05/25/12	5 days	0009
06/04/12	06/08/12	5 days	0010
07/09/12	07/13/12	5 days	0011
08/06/12	08/10/12	5 days	0012
09/10/12	09/14/12	5 days	0013

On Internet:

Begin	End	Length	Section
10/10/11	10/21/11	2 weeks	DL01*
11/14/11	11/25/11	2 weeks	DL02*
12/12/11	12/23/11	2 weeks	DL03
01/09/12	01/20/12	2 weeks	DL04*

02/13/12	02/24/12	2 weeks	DL05*
03/12/12	03/23/12	2 weeks	DL06
04/09/12	04/20/12	2 weeks	DL07
05/14/12	05/25/12	2 weeks	DL08
06/11/12	06/22/12	2 weeks	DL09
07/09/12	07/20/12	2 weeks	DL10
08/13/12	08/24/12	2 weeks	DL11
09/10/12	09/21/12	2 weeks	DL12

FY13 schedule to be determined.

*Classes are not held on federal holidays.

FASTNet Core Operations and Maintenance

Course Code YW303

Classroom/Online

Schedule:

Classroom: Five days; 8:00 a.m. to 4:00 p.m.
Online: Students have two weeks to complete this 40-hour course.

At Warrenton Training Center

Begin	End	Length	Section
10/17/11	10/21/11	5 days	0001
11/14/11	11/18/11	5 days	0002
12/05/11	12/09/11	5 days	0003
01/09/12	01/13/12	5 days	0004
01/30/12	02/03/12	5 days	0005
03/05/12	03/09/12	5 days	0007
03/19/12	03/23/12	5 days	0008
04/23/12	04/27/12	5 days	0010
05/14/12	05/18/12	5 days	0011
06/11/12	06/15/12	5 days	0012
07/23/12	07/27/12	5 days	0014
08/13/12	08/17/12	5 days	0015
08/27/12	08/31/12	5 days	0016
09/24/12	09/28/12	5 days	0017

On Internet:

Begin	End	Length	Section
10/24/11	11/11/11	3 weeks	DL01*
11/28/11	12/16/11	3 weeks	DL02
12/26/11	01/13/12	3 weeks	DL03*
01/23/12	02/10/12	3 weeks	DL04
02/27/12	03/16/12	3 weeks	DL05
03/26/12	04/13/12	3 weeks	DL06
04/23/12	05/11/12	3 weeks	DL07
05/28/12	06/15/12	3 weeks	DL08*
06/25/12	07/13/12	3 weeks	DL09*
07/23/12	08/10/12	3 weeks	DL10
08/27/12	09/14/12	3 weeks	DL11*

FY13 schedule to be determined.

*Classes are not held on federal holidays.

FASTNet Post Operation and Maintenance

Course Code YW302

Classroom/Online

Schedule:

Classroom: Five days; 8:00 a.m. to 4:00 p.m.
Online: Students have two weeks to complete this 40-hour course.

At Warrenton Training Center

Begin	End	Length	Section
10/17/11	10/21/11	5 days	0002
12/12/11	12/16/11	5 days	0004
01/23/12	01/27/12	5 days	0006
02/06/12	02/10/12	5 days	0007
02/27/12	03/02/12	5 days	0008
03/12/12	03/16/12	5 days	0009
04/02/12	04/06/12	5 days	0010
04/16/12	04/20/12	5 days	0011
05/07/12	05/11/12	5 days	0012
05/21/12	05/25/12	5 days	0013
06/04/12	06/08/12	5 days	0014
06/18/12	06/22/12	5 days	0015
07/09/12	07/13/12	5 days	0016
07/30/12	08/03/12	5 days	0017
08/06/12	08/10/12	5 days	0018
08/20/12	08/24/12	5 days	0019
09/17/12	09/21/12	5 days	0020

On Internet:

Begin	End	Length	Section
10/03/11	10/21/11	3 weeks	DL01*
11/07/11	11/25/11	3 weeks	DL02*
12/05/11	12/23/11	3 weeks	DL03
01/02/12	01/20/12	3 weeks	DL04*
02/06/12	02/24/12	3 weeks	DL05*
03/05/12	03/23/12	3 weeks	DL06
04/02/12	04/20/12	3 weeks	DL07
05/07/12	05/25/12	3 weeks	DL08
06/04/12	06/22/12	3 weeks	DL09
07/02/12	07/20/12	3 weeks	DL10*
08/06/12	08/24/12	3 weeks	DL11
09/03/12	09/21/12	3 weeks	DL12*

FY13 schedule to be determined.

*Classes are not held on federal holidays.

Computer End-User Skills

MS Office 2007: Excel - Mentored, Advanced

Course Code PS583

Mentored/Online

Schedule: Twenty-four hour access via the FSI LearnCenter.

On LearnCenter

Begin	End	Length	Section
01/09/12	02/17/12	6 weeks	DL01
05/21/12	06/29/12	6 weeks	DL02
08/20/12	09/28/12	6 weeks	DL03

FY13 schedule to be determined.

Mentoring sessions determined by instructor;
not held on federal holidays.

Course Schedules

Distance Learning Scheduled Courses

MS Office 2007: Excel - Mentored, Beginning

Course Code PS582
Mentored/Online

Schedule: Twenty-four hour access to content via the FSI LearnCenter.

On LearnCenter

Begin	End	Length	Section
10/03/11	11/18/11	6 weeks	DL01
04/02/12	05/11/12	6 weeks	DL02
07/02/12	08/10/12	6 weeks	DL03

FY13 schedule to be determined.

Mentoring sessions determined by instructor; not held on federal holidays.

MS Office 2007: Outlook - Mentored, Advanced

Course Code PS594
Mentored/Online

Schedule: Twenty-four hour access to content via the FSI LearnCenter.

On LearnCenter

Begin	End	Length	Section
01/09/12	02/17/12	6 weeks	DL01
05/21/12	06/29/12	6 weeks	DL02
08/20/12	09/28/12	6 weeks	DL03

FY13 schedule to be determined.

Mentoring sessions determined by instructor; not held on federal holidays.

MS Office 2007: Outlook - Mentored, Beginning

Course Code PS584
Mentored/Online

Schedule: Twenty-four hour access to content via the FSI LearnCenter.

On LearnCenter

Begin	End	Length	Section
10/03/11	11/18/11	6 weeks	DL01
04/02/12	05/11/12	6 weeks	DL02
07/02/12	08/10/12	6 weeks	DL03

FY13 schedule to be determined.

Mentoring sessions determined by instructor; not held on federal holidays.

MS Office 2007: PowerPoint - Mentored, Advanced

Course Code PS595
Mentored/Online

Schedule: Twenty-four hour access to content via the FSI LearnCenter.

On LearnCenter

Begin	End	Length	Section
01/09/12	02/17/12	6 weeks	DL01
05/21/12	06/29/12	6 weeks	DL02

08/20/12 09/28/12 6 weeks DL03

FY13 schedule to be determined.

Mentoring sessions determined by instructor; not held on federal holidays.

MS Office 2007: PowerPoint - Mentored, Beginning

Course Code PS585
Mentored/Online

Schedule: Twenty-four hour access to content via the FSI LearnCenter.

On LearnCenter

Begin	End	Length	Section
10/03/11	11/18/11	6 weeks	DL01
04/02/12	05/11/12	6 weeks	DL02
07/02/12	08/10/12	6 weeks	DL03

FY13 schedule to be determined.

Mentoring sessions determined by instructor; not held on federal holidays.

MS Office 2007: Word - Mentored, Advanced

Course Code PS581
Mentored/Online

Schedule: Twenty-four hour access to content via the FSI LearnCenter.

On LearnCenter

Begin	End	Length	Section
01/09/12	02/17/12	6 weeks	DL01
05/21/12	06/29/12	6 weeks	DL02
08/20/12	09/28/12	6 weeks	DL03

FY13 schedule to be determined.

Mentoring sessions determined by instructor; not held on federal holidays.

MS Office 2007: Word - Mentored, Beginning

Course Code PS580
Mentored/Online

Schedule: Twenty-four hour access to content via the FSI LearnCenter.

On LearnCenter

Begin	End	Length	Section
10/03/11	11/18/11	6 weeks	DL01
04/02/12	05/11/12	6 weeks	DL02
07/02/12	08/10/12	6 weeks	DL03

FY13 schedule to be determined.

Mentoring sessions determined by instructor; not held on federal holidays.

SMART End-User Training

Course Code PS531
Classroom/DVC/Webinar

Schedule: Classroom, Webinar or DVC: Two hours; between 9:00 a.m. and 4:00 p.m.

At Main State

Begin	End	Length	Section
10/20/11	10/20/11	2 hours	0001
10/20/11	10/20/11	2 hours	0002
11/17/11	11/17/11	2 hours	0003
11/17/11	11/17/11	2 hours	0004
12/15/11	12/15/11	2 hours	0006
12/15/11	12/15/11	2 hours	0007

Webinar

Begin	End	Length	Section
10/06/11	10/06/11	2 hours	DL01
10/06/11	10/06/11	2 hours	DL02
11/03/11	11/03/11	2 hours	DL03
11/03/11	11/03/11	2 hours	DL04
12/01/11	12/01/11	2 hours	DL05
12/01/11	12/01/11	2 hours	DL06

FY13 schedule to be determined.

SMART Messaging: A Course for Users

Course Code PS530
DoS Intranet (OpenNet)

Schedule: FSI-Web access to DoS OpenNet is required.

Language Studies

Express I

Course Code L_420 (Part 1)

Course Code L_421 (Part 2)

Mentored/Online

Schedule: Learners pursue an individualized mode of instruction at their own pace; however, participants are expected to spend six to eight hours weekly in study.

Begin	End	Length	Section
01/17/12	04/20/12	14 weeks	DL01
05/14/12	08/17/12	14 weeks	DL02*
09/10/12	12/14/12	14 weeks	DL03

FY13

Begin	End	Length	Section
01/22/13	04/26/13	14 weeks	DL01
05/13/13	08/16/13	14 weeks	DL02*
09/09/13	12/13/13	14 weeks	DL03

*Arabic and Russian only.

Express II

Course Code L_422 (Part 1)

Course Code L_423 (Part 2)

Course Code L_424 (Part 3)

Mentored/Online

Schedule: Learners pursue an individualized mode of instruction at their own pace; however, participants are expected to spend seven to ten hours weekly in study.

Begin	End	Length	Section
01/17/12	04/20/12	14 weeks	DL01*
05/14/12	08/17/12	14 weeks	DL02*
09/10/12	12/14/12	14 weeks	DL03*
FY13			
01/22/13	04/26/13	14 weeks	DL01*
05/13/13	08/16/13	14 weeks	DL02*
09/09/13	12/13/13	14 weeks	DL03*

**Classes are not held on federal holidays.*

Express III

Course Code LAD425

Mentored/Online

Schedule: Learners pursue an individualized mode of instruction at their own pace; however, participants are expected to spend seven to ten hours weekly in study and available to participate in a weekly phone session with their mentor.

Begin	End	Length	Section
01/17/12	04/20/12	14 weeks	DL01*
05/14/12	08/17/12	13 weeks	DL03*
09/10/12	12/14/12	14 weeks	DL02*
FY13			
01/22/13	04/26/13	14 weeks	DL01*
05/13/13	08/16/13	13 weeks	DL03*
09/09/13	12/13/13	14 weeks	DL02*

**Classes are not held on federal holidays.*

Intermediate Language

Course Code L_425 (Part 1)

Course Code L_426 (Part 2)

Mentored/Online

Schedule: Learners pursue an individualized mode of instruction at their own pace; however, participants are expected to spend four to six hours weekly in study and available to participate in a weekly phone session with their mentor.

Begin	End	Length	Section
01/17/12	04/20/12	14 weeks	DL01*
09/10/12	12/14/12	14 weeks	DL02*
FY13			
01/22/13	04/26/13	14 weeks	DL01*
09/09/13	12/13/13	14 weeks	DL02*

**Classes are not held on federal holidays.*

Introductory Language

Course Code L_410 (Part 1)

Course Code L_411 (Part 2)

Mentored/Online

Schedule: Learners pursue an individualized mode of instruction at their own pace; however, participants are expected to spend six to eight hours weekly in study and available to participate in a weekly phone session with their mentor.

Begin	End	Length	Section
01/17/12	04/20/12	14 weeks	DL01*
09/10/12	12/14/12	14 weeks	DL02*
FY13			
01/22/13	04/26/13	14 weeks	DL01*
09/09/13	12/13/13	14 weeks	DL02*

**Classes are not held on federal holidays.*

Language Conversion

Course Code L_460 (Part 1)

Course Code L_461 (Part 2)

Mentored/Online

Schedule: Learners pursue an individualized mode of instruction at their own pace; however, participants are expected to spend six to eight hours weekly in study and available to participate in a weekly phone session with their mentor.

Begin	End	Length	Section
01/17/12	04/20/12	14 weeks	DL01*
05/14/12	08/17/12	14 weeks	DL02*
09/10/12	12/14/12	14 weeks	DL03*
FY13			
01/22/13	04/26/13	14 weeks	DL01*
05/13/13	08/16/13	14 weeks	DL02*
09/09/13	12/13/13	14 weeks	DL03*

**Classes are not held on federal holidays.*

Language for Consular Tradecraft

Course Code L_440

Mentored/Online

Schedule: Learners pursue an individualized mode of instruction at their own pace; however, participants are expected to spend six to eight hours weekly in study and available to participate in a weekly phone session with their mentor.

Begin	End	Length	Section
01/17/12	04/20/12	14 weeks	DL01*
05/14/12	08/17/12	14 weeks	DL02*
09/10/12	12/14/12	14 weeks	DL03*
FY13			
01/22/13	04/26/13	14 weeks	DL01*

05/13/13	08/16/13	14 weeks	DL02*
09/09/13	12/13/13	14 weeks	DL03*

**Classes are not held on federal holidays.*

Listening Comprehension

Course Code L_430

Mentored/Online

Schedule: Learners pursue an individualized mode of instruction at their own pace; however, participants are expected to spend six to eight hours weekly in study and be available to participate in online discussion forums.

Begin	End	Length	Section
FY12			
01/17/12	04/20/12	12 weeks	DL01*
09/10/12	12/14/12	12 weeks	DL02*
FY13			
01/22/13	04/26/13	12 weeks	DL01*
09/09/13	12/13/13	12 weeks	DL02*

**Classes are not held on federal holidays.*

Other Language Courses

Course Code L_490

Mentored/Online

Schedule: Learners pursue an individualized mode of instruction at their own pace; however, participants are expected to spend six to eight hours weekly in study and available to participate in a weekly phone session with their mentor. Enrollment is offered on a rolling basis, with no fixed start date.

People to People

Course Code L_445 (Volume I)

Course Code L_446 (Volume II)

Mentored/Online

Schedule: Learners pursue an individualized mode of instruction at their own pace; however, participants are expected to spend four to six hours weekly in study and be able to participate in a weekly phone session or online forum discussions with their mentor.

Begin	End	Length	Section
01/17/12	04/20/12	12 weeks	DL01*
09/10/12	12/14/12	12 weeks	DL02*
FY13			
01/22/13	04/26/13	12 weeks	DL01*
09/09/13	12/13/13	12 weeks	DL02*

**Classes are not held on federal holidays.*

Course Schedules

Distance Learning Scheduled Courses – Diversity

Reading Maintenance

Course Code L_401 (Volume I)
Course Code L_402 (Volume II)
Mentored/Online

Schedule: Learners pursue an individualized mode of instruction at their own pace; however, participants are expected to spend four to five hours weekly in study and be able to participate in online discussion forums.

Begin	End	Length	Section
01/30/12	04/20/12	12 weeks	DL01*
09/24/12	12/14/12	12 weeks	DL02*
FY13			
02/04/13	04/26/13	12 weeks	DL01*
09/23/13	12/13/13	12 weeks	DL02*

*Classes are not held on federal holidays.

Leadership Management Training

Crisis Management Exercise, Overseas

Course Code PD533
Classroom/DVC

Schedule: FY12/13 schedule to be determined.

Crisis Management Overview

Course Code PD534
Classroom/DVC

Schedule: FY12/13 schedule to be determined.

Working with Returnees from High Stress Posts

Course Code PT450
Classroom/DVC/Webinar

Schedule: FY12/13 schedule to be determined.

Office Management

Files and Records Management

Course Code PK207
Classroom/Online

Schedule:
Classroom: One day; 9:00 a.m. to 4:00 p.m.
Online: Students have 90 days to complete this four-hour course.

At Shultz Center

Begin	End	Length	Section
11/21/11	11/21/11	1 day	0001
05/01/12	05/01/12	1 day	0002

FY13 schedule to be determined.

Public Diplomacy

Introduction to Grants and Cooperative Agreements

Course Code PY220
Classroom/Online

Schedule:
Classroom: Three days; 8:30 a.m. to 4:30 p.m.
Online: Students have 90 days to complete this four-hour course.

At Shultz Center

Begin	End	Length	Section
10/17/11	10/19/11	3 days	0001
02/06/12	02/08/12	3 days	0002
06/04/12	06/06/12	3 days	0003
07/09/12	07/11/12	3 days	0004
08/06/12	08/08/12	3 days	0005
09/10/12	09/12/12	3 days	0006

On LearnCenter

Continuous enrollment.
FY13 scheduled to be determined.

Monitoring Grants and Cooperative Agreements

Course Code PY222
Classroom/Online

Schedule:
Classroom: Two days; 8:30 a.m. to 4:30 p.m.
Online: Students have 90 days to complete this 10-hour course.

At Shultz Center

Begin	End	Length	Section
10/20/11	10/21/11	2 days	0001
02/09/12	02/10/12	2 days	0002
06/07/12	06/08/12	2 days	0003
07/12/12	07/13/12	2 days	0004
08/09/12	08/10/12	2 days	0005
09/13/12	09/14/12	2 days	0006

On LearnCenter

Continuous enrollment.
FY13 scheduled to be determined.

Transitions

Post Community and Country Research

Course Code MQ899
Online

Schedule: One hour; 9:00 a.m. to 4:00 p.m.
FY12/13 schedule to be determined.

Diversity

Basic EEO Counselor Training

Course Code PT171

Schedule: Four days; 9:00 a.m. to 4:00 p.m.
FY12/13 schedule to be determined.

EEO Counselor Training Refresher

Course Code PT173

Schedule: One day; 9:00 a.m. to 4:00 p.m.
FY12/13 schedule to be determined.

EEO/Diversity Awareness for FSN/LE Staff

Course Code PT174 

Schedule: Half day; 9:00 a.m. to 1:00 p.m.
FY12/13 schedule to be determined.

EEO/Diversity Awareness for Managers and Supervisors

Course Code PT107

Schedule: Two days; 9:00 a.m. to 4:30 p.m.

At Shultz Center

Begin	End	Length	Section
10/13/11	10/14/11	2 days	0001
11/14/11	11/15/11	2 days	0002
12/01/11	12/02/11	2 days	0003
01/12/12	01/13/12	2 days	0004
02/09/12	02/10/12	2 days	0005
03/01/12	03/02/12	2 days	0006
04/30/12	05/01/12	2 days	0007
06/25/12	06/26/12	2 days	0008
07/12/12	07/13/12	2 days	0009
08/09/12	08/10/12	2 days	0010
09/24/12	09/25/12	2 days	0011

FY13 schedule to be determined.

Leading A Diverse Workforce

Course Code PT218 **P**

Schedule: One day; 9:00 a.m. to 4:30 p.m.

At Shultz Center

Begin	End	Length	Section
10/14/11	10/14/11	1 day	0001
03/02/12	03/02/12	1 day	0002
05/18/12	05/18/12	1 day	0003
07/06/12	07/06/12	1 day	0004

FY13 schedule to be determined.

Valuing Diversity in the Workplace

Course Code PT225

Schedule: One day; 9:00 a.m. to 4:30 p.m.

At Shultz Center

Begin	End	Length	Section
12/05/11	12/05/11	1 day	0001
04/30/12	04/30/12	1 day	0002
06/01/12	06/01/12	1 day	0003

FY13 schedule to be determined.

Valuing Employees - An OBO Workshop for OBO Managers

Course Code PT231

Schedule: One day; 8:00 a.m. to 4:30 p.m.

At Shultz Center

Begin	End	Length	Section
10/20/11	10/20/11	1 day	0001
11/17/11	11/17/11	1 day	0002
12/15/11	12/15/11	1 day	0003
01/12/12	01/12/12	1 day	0004
02/15/12	02/15/12	1 day	0005
03/08/12	03/08/12	1 day	0006
04/11/12	04/11/12	1 day	0007
05/10/12	05/10/12	1 day	0008
06/14/12	06/14/12	1 day	0009
07/12/12	07/12/12	1 day	0010
08/15/12	08/15/12	1 day	0011
09/20/12	09/20/12	1 day	0012

FY13 schedule to be determined.

Economic and Commercial Studies

Economic Courses

Economic Issues

Course Code PE285

Schedule: Three weeks; 9:00 a.m. to 5:00 p.m.

At Shultz Center

Begin	End	Length	Section
07/09/12	07/27/12	3 weeks	0001

FY13 schedule to be determined.

Foreign Service Economic Studies

Course Code PE350

Schedule: Twenty-six weeks; 8:45 a.m. to 4:00 p.m.

At Shultz Center

Begin	End	Length	Section
08/13/12	02/15/13	26 weeks	0001*

FY13 schedule to be determined.

Foreign Service National Economic Training

Course Code PE220 **N**

Schedule: Two weeks; 9:00 a.m. to 4:30 p.m.

At Shultz Center

Begin	End	Length	Section
03/26/12	04/06/12	2 weeks	0001

FY13 schedule to be determined.

Political/Economic Counselor Seminar

Course Code PE300

Schedule: Five days; 9:00 a.m. to 4:00 p.m.

Begin	End	Length	Section
08/06/12	08/10/12	5 days	0001

FY13 schedule to be determined.

Political/Economic Tradecraft

Course Code PG140

Schedule: Three weeks; 8:30 a.m. to 4:30 p.m.

At Shultz Center

Begin	End	Length	Section
10/17/11	11/04/11	3 weeks	0001
11/28/11	12/16/11	3 weeks	0002
01/03/12	01/20/12	3 weeks	0012
02/27/12	03/16/12	3 weeks	0003

04/23/12	05/11/12	3 weeks	0004
05/21/12	06/08/12	3 weeks	0005*
06/11/12	06/29/12	3 weeks	0006
07/02/12	07/20/12	3 weeks	0007*
07/23/12	08/10/12	3 weeks	0008
08/27/12	09/14/12	3 weeks	0009*
09/17/12	10/05/12	3 weeks	0010

FY13 schedule to be determined.

*Classes are not held on federal holidays.

Environmental and Resource Courses

Biotechnology and Global Challenges: Trade, Food Security, Energy, and Climate Change

Course Code PE150

Schedule: Three days; 9:00 a.m. to 4:30 p.m.

At Shultz Center

Begin	End	Length	Section
07/25/12	07/27/12	3 days	0001

FY13 schedule to be determined.

Coal and Power

Course Code PE137 **N**

Schedule: Five days; 9:00 a.m. to 4:00 p.m.

At DOE/Pittsburgh

Begin	End	Length	Section
07/16/12	07/20/12	5 days	0001

FY13 schedule to be determined.

Environment, Science, Technology and Health for Foreign Service Nationals

Course Code PE221 **N**

Schedule: Two weeks; 9:00 a.m. to 4:30 p.m.

FY12/13 schedule to be determined.

Environment, Science, Technology and Health Tradecraft

Course Code PE305

Schedule: Two weeks; 9:00 a.m. to 4:00 p.m.

At Shultz Center

Begin	End	Length	Section
07/09/12	07/20/12	2 weeks	0001
09/10/12	09/21/12	2 weeks	0002

FY13 schedule to be determined.

Course Schedules

Economic and Commercial Studies – Global and Multilateral Issues

Extractive Industries Seminar

Course Code PEI43 **N**

Schedule: Three days; 9:00 a.m. to 5:00 p.m.

At Shultz Center

Begin	End	Length	Section
07/30/12	08/01/12	3 days	0001

FY13 schedule to be determined.

Global Health Diplomacy

Course Code PEI52

Schedule: Three days; 9:00 a.m. to 4:00 p.m.

At Shultz Center

Begin	End	Length	Section
07/23/12	07/24/12	2 days	0001

FY13 schedule to be determined.

Petroleum and Gas Industry

Course Code PEI27 **N**

Schedule: Five days; 9:00 a.m. to 5:00 p.m.

At Houston, Texas

Begin	End	Length	Section
07/23/12	07/27/12	5 days	0001

FY13 schedule to be determined.

Washington Energy Seminar

Course Code PE228 **N**

Schedule: Three days; 9:00 a.m. to 4:00 p.m.

At Shultz Center

Begin	End	Length	Section
03/05/12	03/09/12	3 days	0001
07/09/12	07/13/12	3 days	0002

FY13 schedule to be determined.

Trade and Commercial Training

Combating Terrorist Financing

Course Code PEI41

Schedule: Three days; 9:00 a.m. to 4:30 p.m.

At Shultz Center

Begin	End	Length	Section
07/18/12	07/20/12	3 days	0001
09/05/12	09/07/12	3 days	0002

FY13 schedule to be determined.

Commercial Tradecraft

Course Code PEI25

Schedule: Five days; 9:00 a.m. to 5:00 p.m.

At Shultz Center

Begin	End	Length	Section
02/21/12	02/24/12	5 days	0001
06/18/12	06/22/12	5 days	0002
07/23/12	07/27/12	5 days	0003

FY13 schedule to be determined.

Hub Officer Orientation

Course Code PE292

Schedule: Three days; 9:00 a.m. to 4:00 p.m.

FY12/13 schedule to be determined.

Intellectual Property Rights

Course Code PEI38 **P**

Schedule: Two days; 9:00 a.m. to 4:30 p.m.

At Shultz Center

Begin	End	Length	Section
07/19/12	07/20/12	2 days	0001

FY13 schedule to be determined.

New Approaches to Addressing Corruption

Course Code PEI60 **N**

Schedule: Two days; 9:00 a.m. to 4:00 p.m.

At Shultz Center

Begin	End	Length	Section
07/16/12	07/17/12	2 days	0001

FY13 schedule to be determined.

Telecommunications Industry

Course Code PEI31

Schedule: Two days; 9:00 a.m. to 4:30 p.m.

At Shultz Center

Begin	End	Length	Section
07/19/12	07/20/12	2 days	0001

FY13 schedule to be determined.

Trade Agreement Monitoring and Implementation

Course Code PE222

Schedule: Five days; 9:00 a.m. to 4:30 p.m.

At Shultz Center

Begin	End	Length	Section
02/27/12	03/02/12	5 days	0001
06/25/12	06/29/12	5 days	0002
07/30/12	08/03/12	5 days	0003

FY13 schedule to be determined.

U.S. Global Investment Policy

Course Code PE266 **C**

Schedule: Two days; 8:30 a.m. to 5:00 p.m.

At Shultz Center

Begin	End	Length	Section
07/23/12	07/24/12	2 days	0001

FY13 schedule to be determined.

U.S. Role in Multilateral Development Banks

Course Code PE264 **C**

Schedule: Two days; 9:00 a.m. to 4:00 p.m.

At Shultz Center

Begin	End	Length	Section
07/25/12	07/26/12	2 days	0001

FY13 schedule to be determined.

Global and Multilateral Issues

Global Issues

Course Code PP510

Schedule: Two days; 9:00 a.m. to 4:30 p.m.

At Shultz Center

Begin	End	Length	Section
10/20/11	10/21/11	2 days	0001

FY13 schedule to be determined.

INL Orientation Workshop

Course Code PP218

Schedule: Five days; 9:00 a.m. to 4:00 p.m.

At Shultz Center

Begin	End	Length	Section
07/16/12	07/20/12	5 days	0001

FY13 schedule to be determined.

International Terrorism: Understanding the Threat and Formulating a Response

Course Code PP521 **C**

Schedule: Three days; 9:00 a.m. to 4:00 p.m.

At Shultz Center

Begin	End	Length	Section
03/05/12	03/07/12	3 days	0001
07/18/12	07/20/12	3 days	0002

FY13 schedule to be determined.

Labor Officer Skills

Course Code PL103

Schedule: Two weeks; 9:00 a.m. to 4:00 p.m.

At Shultz Center

Begin	End	Length	Section
07/09/12	07/20/12	2 weeks	0001

FY13 schedule to be determined.

MEPI Coordinator, Administrator and Project Officer Training

Course Code PP350

Schedule: Four days; 9:00 a.m. to 4:00 p.m.

FY12/13 schedule to be determined.

Multilateral Diplomacy

Course Code PP211

Schedule: Three days; 9:00 a.m. to 4:30 p.m.

At Shultz Center

Begin	End	Length	Section
02/06/12	02/09/12	3 days	0001
08/06/12	08/09/12	3 days	0002

FY13 schedule to be determined.

Promoting Human Rights and Democracy

Course Code PP530

Schedule: Five days; 9:00 a.m. to 4:00 p.m.

At Shultz Center

Begin	End	Length	Section
10/17/11	10/21/11	5 days	0001
01/30/12	02/03/12	5 days	0002
08/27/12	08/31/12	5 days	0003

FY13 schedule to be determined.

Religion and Foreign Policy

Course Code PP225

Schedule: Three days; 9:00 a.m. to 4:00 p.m.

At Shultz Center

Begin	End	Length	Section
01/11/11	01/13/11	3 days	0001
06/13/12	06/15/12	3 days	0002

FY13 schedule to be determined.

Language Studies

Domestic Programs

The Basic Courses: Long-Term Language and Area Studies

Course Code L_100

Schedule: Training is generally between the hours of 7:30 a.m. and 6:00 p.m., Monday through Friday, except for federal holidays. Some classes may begin as early as 7:30 a.m. or as late as 1:00 p.m. and may end as late as 6:00 p.m. No annual leave is authorized during a full-time language training assignment. To consult on training schedules, non-beginners should contact the Language Training Supervisor through the School of Language Studies at 703-302-7242.

I. French, Portuguese and Spanish Basic

Dates:

Begin	End	Length	Section
10/31/11	04/20/12	25 weeks	0001*
10/31/11	06/01/12	35 days	0002**
01/03/12	06/15/12	24 weeks	0003
01/03/12	07/27/12	30 weeks	0004**
02/27/12	09/21/12	30 weeks	0005**
02/27/12	08/10/12	24 weeks	0006
04/23/12	10/05/12	24 weeks	0007
04/23/12	11/16/12	30 weeks	0008**
07/02/12	12/14/12	24 weeks	0009
07/02/12	02/01/13	35 days	0010**
09/04/12	02/22/13	25 weeks	0011*
09/04/12	04/05/13	35 days	0012**
FY13			
10/29/12	04/19/13	25 weeks	0001*
10/29/12	05/31/13	35 days	0002**
01/02/13	06/14/13	24 weeks	0003
01/02/13	07/26/13	30 weeks	0004**
02/25/13	08/09/13	24 weeks	0005
02/25/13	09/20/13	30 weeks	0006**
04/22/13	10/04/13	24 weeks	0007
04/22/13	11/15/13	30 weeks	0010**
07/01/13	12/13/13	24 weeks	0008
07/01/13	01/31/14	35 days	0009**
09/03/13	02/21/14	25 weeks	0011*
09/03/13	04/04/14	35 days	0012**

Classes are not held on federal holidays.

*Additional week to make up for winter class break.

**30-week assignment is for French only.

2. Italian, Romanian, Danish, Dutch, Norwegian and Swedish Basic

Dates:

Begin	End	Length	Section
02/27/12	08/10/12	24 weeks	0001*
09/04/12	02/22/13	25 weeks	0002**
FY13			
02/25/13	08/09/13	24 weeks	0001*
09/03/13	02/21/14	25 weeks	0002**

**Classes are not held on federal holidays.*

**Additional week to make up for winter class break.

3. German Basic

Dates:

Begin	End	Length	Section
10/31/11	07/13/12	37 weeks	0001**
02/27/12	11/02/12	36 weeks	0002*
07/02/12	03/15/13	37 weeks	0003**
09/04/12	05/17/13	37 weeks	0004**
FY13			
10/29/12	07/12/13	37 weeks	0001**
02/25/13	11/01/13	36 weeks	0002*
07/01/13	03/14/14	37 weeks	0003**
09/03/13	05/16/14	37 weeks	0004**

**Classes are not held on federal holidays.*

**Additional week to make up for winter class break.

4. All Other Languages Basic

Dates:

Begin	End	Length	Section
02/27/12	09/21/12	30 Weeks	0001*
02/27/12	11/02/12	36 weeks	0002*
09/04/12	05/17/13	37 weeks	0003**
09/04/12	07/12/13	45 Weeks	0004**
FY13			
02/25/13	09/20/13	30 Weeks	0001*
02/25/13	11/01/13	36 weeks	0002*
09/03/13	05/16/14	37 weeks	0003**
09/03/13	07/11/14	45 Weeks	0004**

**Classes are not held on federal holidays.*

**Additional week to make up for winter class break.

To accommodate training demand, additional starts are offered in Arabic, Chinese and Russian. By special arrangement, groups of students may be enrolled in other languages. Training officers must consult with the School to confirm the School's capacity to accept these enrollments.

Additional Start Dates for Arabic, Chinese and Russian only.

Course Schedules

Language Studies

Begin	End	Length	Section
10/31/11	06/01/12	35 days*	0001**
10/31/11	07/13/12	37 weeks*	0002**
01/03/12	07/27/12	30 weeks	0003
01/03/12	09/07/12	36 weeks	0004
FY13			
10/29/12	05/31/13	35 days*	0001
10/29/12	07/12/13	37 weeks*	0002
01/02/13	07/26/13	30 weeks	0003
01/02/13	09/06/13	36 weeks	0004

*Classes are not held on federal holidays.

**Additional week to make up for winter class break.

The FAST Courses: Familiarization and Short-Term Language Studies

Course Code L_200

Schedule: Courses are of seven- or eight-weeks duration. They begin on start dates shown in the schedules. Training is full-time, generally between the hours of 7:30 a.m. and 6:00 p.m., Monday through Friday.

1. French, Italian, Portuguese, Romanian and Spanish FAST

Dates:

Begin	End	Length	Section
10/31/11	12/22/11	8 weeks	0001*
01/03/12	02/24/12	8 weeks	0002*
02/27/12	04/20/12	8 weeks	0003
04/23/12	06/15/12	8 weeks	0004*
07/02/12	08/24/12	8 weeks	0005*
09/04/12	10/26/12	8 weeks	0006*
FY13			
10/29/12	12/21/12	8 weeks	0001*
01/02/13	02/22/13	8 weeks	0002*
02/25/13	04/19/13	8 weeks	0003
04/22/13	06/14/13	8 weeks	0004*
07/01/13	08/23/13	8 weeks	0005*
09/03/13	10/25/13	8 weeks	0006*

*Classes are not held on federal holidays.

2. Russian and German FAST

Dates:

Begin	End	Length	Section
10/31/11	12/22/11	8 weeks	0001*
02/27/12	04/20/12	8 weeks	0002
07/16/12	08/31/12	7 weeks	0003
09/04/12	10/26/12	8 weeks	0004*
FY13			
10/29/12	12/21/12	8 weeks	0001*
02/25/13	04/19/13	8 weeks	0002
07/14/13	08/29/13	7 weeks	0003
09/03/13	10/25/13	8 weeks	0004*

*Classes are not held on federal holidays.

3. All Other Languages FAST

Dates:

Begin	End	Length	Section
02/27/12	04/20/12	8 weeks	0001
07/16/12	08/31/12	7 weeks	0002
09/04/12	10/26/12	8 weeks	0003*
FY13			
02/25/13	04/19/13	8 weeks	0001
07/14/13	08/29/13	7 weeks	0002
09/03/13	10/25/13	8 weeks	0003*

*Classes are not held on federal holidays.

Early Morning

Course Code L_300

Dates:

Begin	End	Length	Section
02/13/12	06/08/12	17 weeks	0001*
09/17/12	01/25/13	19 weeks	0002**
FY13			
02/11/13	06/07/13	17 weeks	0001*
09/16/13	01/24/14	19 weeks	0002**

*Classes are not held on federal holidays.

**Additional days to make up for winter class break.

Intensive Language Conversion Course

Course Code LPY111

Dates:

Begin	End	Length	Section
10/31/11	02/24/12	17 weeks	0001**
01/03/12	04/20/12	16 weeks	0002
02/27/12	06/15/12	16 weeks	0003
04/23/12	08/10/12	16 weeks	0004
07/02/12	10/19/12	16 weeks	0005
09/04/12	12/21/12	16 weeks	0006
FY13			
10/29/12	02/22/13	17 weeks*	0001**
01/02/13	04/19/13	16 weeks	0002
02/25/13	06/14/13	16 weeks	0003
04/22/13	08/09/13	16 weeks	0004
07/01/13	10/18/13	16 weeks	0005
09/03/13	12/20/13	16 weeks	0006

*Classes are not held on federal holidays.

**Additional week to make up for winter class break.

Refresher Courses

Course Code L_201

Dates:

Begin	End	Length	Section
05/07/12	06/15/12	6 weeks	0001*
FY13			
05/06/13	06/14/13	6 weeks	0001*

*Classes are not held on federal holidays.

Advanced Training

Beyond-Three Training

Course Code L_101

Schedule: Admission is by arrangement. Training is full-time, generally scheduled between the hours of 7:30 a.m. and 6:00 p.m., Monday through Friday. Outside reading and activities will be expected.

Dates: Negotiable.

Overseas Programs

Overseas Advanced Training – The Field Schools

Course Code L_950

Arabic

Course Code LAD950

With the closure of FSI Tunis in June 2012, regional training options for advanced Arabic will be decided on a case-by-case basis. In 2011, options for regional training are available in Amman, Bahrain, Cairo, Damascus, Jerusalem and Rabat with other locations to be determined.

Chinese

Course Code: LCM950

AIT in Taipei

Begin	End	Length	Section
08/20/12	06/21/13	10 months	0001
FY13			
08/19/13	06/20/14	10 months	0001

Japanese

Course Code LJA950

At Yokohama, Field School

Begin	End	Length	Section
08/20/12	06/21/13	10 months	0001
FY13			
08/19/13	06/20/14	10 months	0001

Korean

Course Code LKP950

At Seoul, Field School

Begin	End	Length	Section
08/20/12	06/21/13	10 months	0001
FY13			
08/19/13	06/20/14	10 months	0001

Consultations

Consultation: Learning Styles Diagnosis

Course Code CL100

Schedule: By appointment. M-F; 9:00 a.m. to 4:00 p.m.

Consultation: Learning Styles Diagnosis Follow-up Appointment

Course Code CL101

Schedule: By appointment. M-F; 9:00 a.m. to 4:00 a.m.

Testing

Language Testing

Course Code LPTEST

Schedule: By appointment.

Leadership/Management

Advanced Leadership Skills

Course Code PT210

Schedule: Five days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
10/24/11	10/28/11	5 days	0001
11/28/11	12/02/11	5 days	0002
01/09/12	01/13/12	5 days	0003
02/13/12	02/17/12	5 days	0004
03/12/12	03/16/12	5 days	0005
04/16/12	04/20/12	5 days	0006
05/14/12	05/18/12	5 days	0007
06/18/12	06/22/12	5 days	0008
07/16/12	07/20/12	5 days	0009
08/13/12	08/17/12	5 days	0010
09/10/12	09/14/12	5 days	0011

FY13 schedule to be determined.

Ambassadorial Seminar

Course Code PT120 **P**

Schedule: Two weeks; 9:00 a.m. to 4:30 p.m.
At Shultz Center

Begin	End	Length	Section
10/17/11	10/28/11	2 weeks	0001
01/23/12	02/03/12	2 weeks	0002
04/09/12	04/20/12	2 weeks	0003
05/14/12	05/25/12	2 weeks	0004
06/18/12	06/29/12	2 weeks	0005
07/23/12	08/03/12	2 weeks	0006
09/10/12	09/21/12	2 weeks	0007

FY13 schedule to be determined.

Basic Leadership Skills

Course Code PK245

Schedule: Five days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
10/03/11	10/07/11	5 days	0001
10/03/11	10/07/11	5 days	0038
10/24/11	10/28/11	5 days	0002
10/31/11	11/04/11	5 days	0003
11/14/11	11/18/11	5 days	0004
12/05/11	12/09/11	5 days	0005
12/12/11	12/16/11	5 days	0006
01/09/12	01/13/12	5 days	0007
01/23/12	01/27/12	5 days	0008
01/30/12	02/03/12	5 days	0009
02/06/12	02/10/12	5 days	0010
02/13/12	02/17/12	5 days	0011
02/27/12	03/02/12	5 days	0012
03/05/12	03/09/12	5 days	0013
03/12/12	03/16/12	5 days	0014
03/19/12	03/23/12	5 days	0015
03/26/12	03/30/12	5 days	0016
04/02/12	04/06/12	5 days	0017
04/09/12	04/13/12	5 days	0018
04/23/12	04/27/12	5 days	0019
04/30/12	05/04/12	5 days	0020
05/07/12	05/11/12	5 days	0021
05/14/12	05/18/12	5 days	0022
05/21/12	05/25/12	5 days	0023
06/04/12	06/08/12	5 days	0024
06/11/12	06/15/12	5 days	0025
06/18/12	06/22/12	5 days	0026
06/25/12	06/29/12	5 days	0027
07/09/12	07/13/12	5 days	0028
07/16/12	07/20/12	5 days	0029
07/23/12	07/27/12	5 days	0030
07/30/12	08/03/12	5 days	0031
08/06/12	08/10/12	5 days	0032
08/13/12	08/17/12	5 days	0033
08/20/12	08/24/12	5 days	0034
08/27/12	08/31/12	5 days	0035
09/10/12	09/14/12	5 days	0036
09/17/12	09/21/12	5 days	0037

FY13 schedule to be determined.

Bureau/Mission Offsites

Course Code PT130

Schedule: Contact the Leadership and Management School to arrange an offsite.

Civil Service Mentoring Workshop

Course Code PT132

Schedule: One day; 9:00 a.m. to 4:30 p.m.

At Shultz Center

Begin	End	Length	Section
05/09/12	05/09/12	1 day	0001
05/10/12	05/10/12	1 day	0002
05/11/12	05/11/12	1 day	0003
05/14/12	05/14/12	1 day	0004
05/15/12	05/15/12	1 day	0005
05/16/12	05/16/12	1 day	0006
05/17/12	05/17/12	1 day	0007
05/23/12	05/23/12	1 day	0008
05/24/12	05/24/12	1 day	0009
05/25/12	05/25/12	1 day	0010

FY13 schedule to be determined.

Coaching

Course Code PT229

Schedule: Two days; 9:00 a.m. to 4:30 p.m.

At Shultz Center

Begin	End	Length	Section
11/03/11	11/04/11	2 days	0001
02/16/12	02/17/12	2 days	0002
05/21/12	05/22/12	2 days	0003
08/30/12	08/31/12	2 days	0004

FY13 schedule to be determined.

Communicating with Congress: Briefing and Testifying

Course Code PT302

Schedule: Two days; 9:00 a.m. to 4:00 p.m.

At Shultz Center

Begin	End	Length	Section
10/25/11	10/26/11	2 days	0001
02/14/12	02/15/12	2 days	0002
04/10/12	04/11/12	2 days	0003
09/05/12	09/06/12	2 days	0004

FY13 schedule to be determined.

Course Schedules

Leadership/Management

Creative Problem Solving

Course Code PT212

Schedule: Two days; 9:00 a.m. to 4:30 p.m.
At Shultz Center

Begin	End	Length	Section
11/17/11	11/18/11	2 days	0001
12/08/11	12/09/11	2 days	0002
03/28/12	03/29/12	2 days	0003
08/07/12	08/08/12	2 days	0004

FY13 schedule to be determined.

Crisis Leadership

Course Code PT303

Schedule: Two days; 9:00 a.m. to 5:00 p.m.
FY12/13 schedule to be determined.

Crisis Management Exercise, Overseas

Course Code PD533

Schedule: Half day; 9:00 a.m. to 4:00 p.m.
FY13 schedule to be determined.

Crisis Management Marine Expeditionary Exercise, Advanced

Course Code PD535 **P**

Schedule: Five days; 9:00 a.m. to 4:00 p.m.
FY12/13 schedule to be determined.

Crisis Management Overview

Course Code PD534

Schedule: Two hours; 9:00 a.m. to 4:00 p.m.
FY12/13 schedule to be determined.

Crucial Conversations

Course Code PT150

Schedule: Three days; 9:00 a.m. to 4:30 p.m.
At Shultz Center

Begin	End	Length	Section
11/28/11	11/30/11	3 days	0001
02/08/12	02/10/12	3 days	0002
05/02/12	05/04/12	3 days	0003
09/26/12	09/28/12	3 days	0004

FY13 schedule to be determined.

Deputy Chiefs of Mission/Principal Officers Seminar

Course Code PT102

Schedule: 15 days; 8:30 a.m. to 4:40 p.m.
At Shultz Center

Begin	End	Length	Section
06/04/12	06/22/12	15 days	0001
07/09/12	07/27/12	15 days	0002

FY13 schedule to be determined.

Effective Feedback Skills for Managers and Supervisors

Course Code PT256

Schedule: Two days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
12/07/11	12/08/11	2 days	0001
02/23/12	02/24/12	2 days	0002
04/11/12	04/12/12	2 days	0003
06/12/12	06/13/12	2 days	0004
09/26/12	09/27/12	2 days	0005

FY13 schedule to be determined.

Employee Relations Seminar

Course Code PK246

Schedule: Two days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
10/13/11	10/14/11	2 days	0001
03/15/12	03/16/12	2 days	0002
05/09/12	05/10/12	2 days	0003
08/15/12	08/16/12	2 days	0004

FY13 schedule to be determined.

Four Roles of Leadership

Course Code PT221

Schedule: Three days; 9:00 a.m. to 4:30 p.m.
At Shultz Center

Begin	End	Length	Section
10/05/11	10/07/11	3 days	0001
12/05/11	12/07/11	3 days	0002
02/22/12	02/24/12	3 days	0003
06/27/12	06/29/12	3 days	0004

FY13 schedule to be determined.

Fundamentals of Supervision

Course Code PT230

Schedule: Five days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
10/17/11	10/21/11	5 days	0002
10/31/11	11/04/11	5 days	0003

11/14/11	11/18/11	5 days	0004
12/05/11	12/09/11	5 days	0006
01/23/12	01/27/12	5 days	0008
02/06/12	02/10/12	5 days	0009
02/27/12	03/02/12	5 days	0010
03/19/12	03/23/12	5 days	0011
04/02/12	04/06/12	5 days	0012
04/23/12	04/27/12	5 days	0013
05/21/12	05/25/12	5 days	0015
06/18/12	06/22/12	5 days	0017
06/25/12	06/29/12	5 days	0018
07/09/12	07/13/12	5 days	0019
07/23/12	07/27/12	5 days	0020
08/06/12	08/10/12	5 days	0021
08/20/12	08/24/12	5 days	0022
08/27/12	08/31/12	5 days	0023
09/10/12	09/14/12	5 days	0024
09/24/12	09/28/12	5 days	0025

FY13 schedule to be determined.

High Stress Assignment Outbriefing Program

Course Code MQ950

Schedule: Four hours; 9:00 a.m. to 12:00 p.m.
At Shultz Center

Begin	End	Length	Section
10/07/11	10/07/11	4 hours	0001
11/04/11	11/04/11	4 hours	0002
12/02/11	12/02/11	4 hours	0003
01/06/12	01/06/12	4 hours	0004
02/03/12	02/03/12	4 hours	0005
03/02/12	03/02/12	4 hours	0006
04/06/12	04/06/12	4 hours	0007
05/04/12	05/04/12	4 hours	0008
05/18/12	05/18/12	4 hours	0009
06/01/12	06/01/12	4 hours	0010
06/15/12	06/15/12	4 hours	0011
06/29/12	06/29/12	4 hours	0012
07/13/12	07/13/12	4 hours	0013
07/27/12	07/27/12	4 hours	0014
08/10/12	08/10/12	4 hours	0015
08/24/12	08/24/12	4 hours	0016
09/07/12	09/07/12	4 hours	0017
09/21/12	09/21/12	4 hours	0018

FY13 schedule to be determined.

High Stress Assignment Outbriefing Program - Special Session

Course Code MQ951

Schedule: To arrange a special session, contact FSI/TC at 703-302-7272.

Influence by Design

Course Code PT224

Schedule: Two days; 9:00 a.m. to 4:30 p.m.

At Shultz Center

Begin	End	Length	Section
12/08/11	12/09/11	2 days	0001
02/13/12	02/14/12	2 days	0002
05/03/12	05/04/12	2 days	0003
09/24/12	09/25/12	2 days	0004

FY13 schedule to be determined.

Interagency Effectiveness: Strategies and Best Practices

Course Code PT307

Schedule: One day; 9:00 a.m. to 4:00 p.m.

At Shultz Center

Begin	End	Length	Section
01/17/12	01/17/12	1 day	0001
04/03/12	04/03/12	1 day	0002
06/06/12	06/06/12	1 day	0003

FY13 schedule to be determined.

Interagency Policy Seminars

Course Code PT32_

Schedule: Two days; 9:00 a.m. to 4:00 p.m.

At Shultz Center

Begin	End	Length	Section
10/11/11	10/12/11	2 days	0001
12/06/11	12/07/11	2 days	0002
03/21/12	03/22/12	2 days	0003
05/22/12	05/23/12	2 days	0004
06/12/12	06/13/12	2 days	0005
09/25/12	09/26/12	2 days	0006

FY13 schedule to be determined.

Intermediate Leadership Skills

Course Code PT207

Schedule: Five days; 9:00 a.m. to 4:00 p.m.

At Shultz Center

Begin	End	Length	Section
11/14/11	11/18/11	5 days	0001
11/28/11	12/02/11	5 days	0002
12/12/11	12/16/11	5 days	0003
01/23/12	01/27/12	5 days	0004
02/27/12	03/02/12	5 days	0005
03/12/12	03/16/12	5 days	0006
03/26/12	03/30/12	5 days	0007
04/09/12	04/13/12	5 days	0008
04/23/12	04/27/12	5 days	0009
05/07/12	05/11/12	5 days	0010
05/21/12	05/25/12	5 days	0011
06/04/12	06/08/12	5 days	0012
06/11/12	06/15/12	5 days	0013

06/18/12	06/22/12	5 days	0014
06/25/12	06/29/12	5 days	0015
07/09/12	07/13/12	5 days	0016
07/16/12	07/20/12	5 days	0017
07/23/12	07/27/12	5 days	0018
07/30/12	08/03/12	5 days	0019
08/06/12	08/10/12	5 days	0020
08/20/12	08/24/12	5 days	0021
08/27/12	08/31/12	5 days	0022

FY13 schedule to be determined.

Leading a Small Post

Course Code PD611

Schedule: Three weeks; 9:00 a.m. to 4:00 p.m.

FY12/13 schedule to be determined.

Leading at a High Threat Post

Course Code PT250

Schedule: One day; 9:00 a.m. to 4:30 p.m.

At Shultz Center

Begin	End	Length	Section
05/02/12	05/02/12	1 day	0001
06/07/12	06/07/12	1 day	0002
07/06/12	07/06/12	1 day	0003
08/09/12	08/09/12	1 day	0004

FY13 schedule to be determined.

Leading Organizations through Change

Course Code PT308

Schedule: One day; 9:00 a.m. to 4:00 p.m.

At Shultz Center

Begin	End	Length	Section
11/07/11	11/07/11	1 day	0001
03/06/12	03/06/12	1 day	0002
06/19/12	06/19/12	1 day	0003

FY13 schedule to be determined.

Manage to Motivate

Course Code PT135

Schedule: Two days; 9:00 a.m. to 4:30 p.m.

At Shultz Center

Begin	End	Length	Section
11/07/11	11/08/11	2 days	0001
02/06/12	02/07/12	2 days	0002
04/26/12	04/27/12	2 days	0003
07/09/12	07/10/12	2 days	0004

FY13 schedule to be determined.

Managerial Problem Solving and Decision-Making

Course Code PT134

Schedule: Two days; 9:00 a.m. to 4:30 p.m.

At Shultz Center

Begin	End	Length	Section
10/06/11	10/07/11	2 days	0001
03/05/12	03/06/12	2 days	0002
05/07/12	05/08/12	2 days	0003

FY13 schedule to be determined.

Managing Change

Course Code PT206

Schedule: One day; 9:00 a.m. to 4:00 p.m.

At Shultz Center

Begin	End	Length	Section
10/05/11	10/05/11	1 day	0001
01/05/12	01/05/12	1 day	0002
02/21/12	02/21/12	1 day	0003
04/26/12	04/26/12	1 day	0004
05/16/12	05/16/12	1 day	0005
08/23/12	08/23/12	1 day	0006

FY13 schedule to be determined.

Managing Conflict Productively

Course Code PT214

Schedule: Two days; 9:00 a.m. to 4:30 p.m.

At Shultz Center

Begin	End	Length	Section
12/01/11	12/02/11	2 days	0001
03/08/12	03/09/12	2 days	0002
05/29/12	05/30/12	2 days	0003
08/02/12	08/03/12	2 days	0004

FY13 schedule to be determined.

Managing Up: Linking Support and Supervision

Course Code PK305

Schedule: One day; 9:00 a.m. to 4:00 p.m.

At Shultz Center

Begin	End	Length	Section
11/02/11	11/02/11	1 day	0001
03/02/12	03/02/12	1 day	0002
05/02/12	05/02/12	1 day	0003
06/15/12	06/15/12	1 day	0004
07/20/12	07/20/12	1 day	0005

FY13 schedule to be determined.

Course Schedules

Leadership/Management

Managing Up: Working Effectively with Your Manager

Course Code PT252

Schedule: One day; 9:00 a.m. to 4:00 p.m.

At Shultz Center

Begin	End	Length	Section
10/06/11	10/06/11	1 day	0001
01/04/12	01/04/12	1 day	0002
03/22/12	03/22/12	1 day	0003
04/25/12	04/25/12	1 day	0004
07/05/12	07/05/12	1 day	0005
08/22/12	08/22/12	1 day	0006

FY13 schedule to be determined.

Managing Your Time Effectively

Course Code PT227

Schedule: One day; 9:00 a.m. to 4:00 p.m.

At Shultz Center

Begin	End	Length	Section
10/27/11	10/27/11	1 day	0001
01/04/12	01/04/12	1 day	0002
04/04/12	04/04/12	1 day	0003
06/06/12	06/06/12	1 day	0004
08/08/12	08/08/12	1 day	0005
09/28/12	09/28/12	1 day	0006

FY13 schedule to be determined.

National Security Executive Leadership Seminar

Course Code PT330

Schedule: 17 weeks; 9:00 a.m. to 4:00 p.m.

At Shultz Center

Begin	End	Length	Section
11/16/11	03/15/12	17 weeks	0001*
01/25/12	05/17/12	16 weeks	0002*

FY13 schedule to be determined.

*Classes are not held on federal holidays.

Pre-Deployment Preparation for High Stress Assignments

Course Code MQ940

Schedule: Three hours; 6:00 p.m. to 9:00 p.m.

At Shultz Center

Begin	End	Length	Section
05/09/12	05/09/12	3 hours	0001**
06/06/12	06/06/12	3 hours	0002**
07/11/12	07/11/12	3 hours	0003**

FY13 schedule to be determined.

Productively Managing Stress

Course Code PT251

Schedule: One day; 9:00 a.m. to 4:00 p.m.

At Shultz Center

Begin	End	Length	Section
12/15/11	12/15/11	1 day	0001
02/15/12	02/15/12	1 day	0002
04/18/12	04/18/12	1 day	0003
07/03/12	07/03/12	1 day	0004
09/20/12	09/20/12	1 day	0005

FY13 schedule to be determined.

Running Effective Meetings

Course Code PT217

Schedule: Two days; 9:00 a.m. to 4:30 p.m.

At Shultz Center

Begin	End	Length	Section
01/19/12	01/20/12	2 days	0001
04/23/12	04/24/12	2 days	0002
08/13/12	08/14/12	2 days	0003

FY13 schedule to be determined.

Senior Executive Threshold Seminar

Course Code PT133

Schedule: Two weeks; 9:00 a.m. to 4:30 p.m.

At Shultz Center

Begin	End	Length	Section
10/17/11	10/28/11	2 weeks	0001
01/23/12	02/03/12	2 weeks	0002
04/09/12	04/20/12	2 weeks	0003
08/13/12	08/24/12	2 weeks	0004
09/10/12	09/21/12	2 weeks	0005

FY13 schedule to be determined.

7 Habits of Highly Effective People

Course Code PT216

Schedule: Four days; 9:00 a.m. to 4:00 p.m.

At Shultz Center

Begin	End	Length	Section
10/25/11	10/28/11	4 days	0001
12/12/11	12/15/11	4 days	0002
01/30/12	02/02/12	4 days	0003
03/06/12	03/09/12	4 days	0004
04/17/12	04/20/12	4 days	0005
05/22/12	05/25/12	4 days	0006
07/10/12	07/13/12	4 days	0007
08/28/12	08/31/12	4 days	0008

FY13 schedule to be determined.

Starting Right: A Seminar for Program Directors

Course Code PT213 **R**

Schedule: Three days; 9:00 a.m. to 4:30 p.m.

At Shultz Center

Begin	End	Length	Section
11/16/11	11/18/11	3 days	0001
01/11/12	01/13/12	3 days	0002
09/05/12	09/07/12	3 days	0003

FY13 schedule to be determined.

Team Building

Course Code PT129

Schedule: One day; 9:00 a.m. to 4:00 p.m.

At Shultz Center

Begin	End	Length	Section
10/19/11	10/19/11	1 day	0001
12/09/11	12/09/11	1 day	0002
01/11/12	01/11/12	1 day	0003
02/22/12	02/22/12	1 day	0004
03/28/12	03/28/12	1 day	0005
05/03/12	05/03/12	1 day	0006
06/14/12	06/14/12	1 day	0007
08/01/12	08/01/12	1 day	0008
09/19/12	09/19/12	1 day	0009

FY13 schedule to be determined.

Team Leadership

Course Code PT215 **R**

Schedule: Two days; 9:00 a.m. to 4:30 p.m.

At Shultz Center

Begin	End	Length	Section
10/03/11	10/04/11	2 days	0001
03/15/12	03/16/12	2 days	0002
06/07/12	06/08/12	2 days	0003

FY13 schedule to be determined.

The Ultimate 360: Comprehensive Feedback Instruments for Senior Executives

Course Code PT306

Schedule: One day; 9:00 a.m. to 4:00 p.m.

FY12/13 schedule to be determined.

Understanding the Interagency: A Primer for National Security Professionals

Course Code PT331

Schedule: Five days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
01/30/12	02/03/12	5 days	0001
05/07/12	05/11/12	5 days	0002
07/09/12	07/13/12	5 days	0003

FY13 schedule to be determined.

Working with Returnees from High Stress Posts

Course Code PT450

Schedule: Half day; 9:00 a.m. to 4:00 p.m.
FY12/13 schedule to be determined.

Management Tradecraft

Acquisition, Contracting and Procurement Training

Contract Administration Workshop

Course Code PA252 **P**

Schedule: Five days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
10/24/11	10/28/11	5 days	0002
03/05/12	03/09/12	5 days	0001

FY13 schedule to be determined.

Contracting Officer's Representative (COR)

Course Code PA178

Schedule: Five days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
10/03/11	10/07/11	5 days	0001
11/14/11	11/18/11	5 days	0002
12/05/11	12/09/11	5 days	0003
01/09/12	01/13/12	5 days	0004
02/13/12	02/17/12	5 days	0005
03/05/12	03/09/12	5 days	0006
03/26/12	03/30/12	5 days	0007
05/07/12	05/11/12	5 days	0008
07/09/12	07/13/12	5 days	0009
08/06/12	08/10/12	5 days	0010
09/17/12	09/21/12	5 days	0011

FY13 schedule to be determined.

Foreign Service National Commercial Acquisitions

Course Code PA247 **N** **P**

Schedule: Five days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
10/24/11	10/28/11	5 days	0001
03/05/12	03/09/12	5 days	0002

FY13 schedule to be determined.

GSO - Acquisitions

Course Code PA221ACQ **P** **R**

Schedule: Four weeks; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
10/24/11	11/18/11	4 weeks	0001*
01/17/12	02/10/12	4 weeks	0002
03/12/12	04/06/12	4 weeks	0003
05/07/12	06/01/12	4 weeks	0004*
07/02/12	07/27/12	4 weeks	0005*
08/27/12	09/21/12	4 weeks	0006*

FY13 schedule to be determined.

*Classes are not held on federal holidays.

Special Contracts Workshop

Course Code PA255P **P**

Schedule: Five days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
06/04/12	06/08/12	5 days	0001

FY13 schedule to be determined.

Facility Management Training

Building Automation Systems

Course Code PA522 **P**

Schedule: Two weeks; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
10/24/11	11/04/11	2 weeks	0001
04/09/12	04/20/12	2 weeks	0002
07/02/12	07/13/12	2 weeks	0003*

FY13 schedule to be determined.

*Classes are not held on federal holidays.

Electrical Power Generation for Facility Managers

Course Code PA524 **P**

Schedule: Five days; 9:00 a.m. to 4:00 p.m.
At Falls Church, Virginia

Begin	End	Length	Section
11/14/11	11/18/11	5 days	0001
04/30/12	05/04/12	5 days	0002
07/23/12	07/27/12	5 days	0003

FY13 schedule to be determined.

Facility Manager Tradecraft

Course Code PA521 **P**

Schedule: Seven weeks; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
10/24/11	12/09/11	7 weeks	0001*
04/09/12	05/25/12	7 weeks	0002
07/02/12	08/17/12	7 weeks	0003*

FY13 schedule to be determined.

*Classes are not held on federal holidays.

HVAC Building Automation Fundamentals for Building Managers

Course Code PA523

Schedule: Five days; 9:00 a.m. to 4:00 p.m.
At Falls Church, Virginia

Begin	End	Length	Section
11/07/11	11/11/11	5 days	0001*
04/23/12	04/27/12	5 days	0002
07/16/12	07/20/12	5 days	0003

FY13 schedule to be determined.

OBO HAZMAT Training

Course Code PA488 **P**

Schedule: Five days; 9:00 a.m. to 4:00 p.m.
At Capetown

Begin	End	Length	Section
10/03/11	10/07/11	5 days	0001*

FY13 schedule to be determined.

Overseas Facilities Management

Course Code PA525 **P**

Schedule: Three weeks; 9:00 a.m. to 4:00 p.m.
At Falls Church, Virginia

Begin	End	Length	Section
11/21/11	12/09/11	3 weeks	0001*
05/07/12	05/25/12	3 weeks	0002
07/30/12	08/17/12	3 weeks	0003

FY13 schedule to be determined.

*Classes are not held on federal holidays.

Financial Management Training

Accounting

Course Code PA220 **P**

Schedule: Five days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
11/14/11	11/18/11	5 days	0001
03/05/12	03/09/12	5 days	0002
05/21/12	05/25/12	5 days	0003
08/27/12	08/31/12	5 days	0004

FY13 schedule to be determined.

Accounting I

Course Code GFS11 **P**

Schedule: Five days; 9:00 a.m. to 4:00 p.m.
FY12/13 schedule to be determined.

Accounting II

Course Code GFS12 **P**

Schedule: Five days; 9:00 a.m. to 4:00 p.m.
FY12/13 schedule to be determined.

Advanced Financial Management

Course Code PA219 **P**

Schedule: Two weeks; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
07/16/12	07/27/12	2 weeks	0001

FY13 schedule to be determined.

Basics of Financial Management Overseas

Course Code PA210 **P**

Schedule: Four weeks; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
01/09/12	02/03/12	4 weeks	0010*

FY13 schedule to be determined.

*Classes are not held on federal holidays.

Budget Techniques

Course Code GFS31 **P**

Schedule: Five days; 9:00 a.m. to 4:00 p.m.
FY12/13 schedule to be determined.

Budgeting for Supervisors

Course Code PA218 **P**

Schedule: Five days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
11/28/11	12/02/11	5 days	0001
01/30/12	02/03/12	5 days	0010
03/19/12	03/23/12	5 days	0002
06/04/12	06/08/12	5 days	0003
09/17/12	09/21/12	5 days	0004

FY13 schedule to be determined.

Financial Management Overseas

Course Code PA211 **P**

Schedule: Eight weeks; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
10/24/11	12/16/11	8 weeks	0001*
02/13/12	04/06/12	8 weeks	0002*
05/07/12	06/29/12	8 weeks	0003*
08/13/12	10/05/12	8 weeks	0004*

FY13 schedule to be determined.

*Classes are not held on federal holidays.

Global Financial Management System - New User Basic

Course Code PA350 **P**

Schedule: Five days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
10/17/11	10/21/11	5 days	0001
01/23/12	01/27/12	5 days	0002
04/02/12	04/06/12	5 days	0003
07/09/12	07/13/12	5 days	0004

FY13 schedule to be determined.

Global Financial Management System - New User Charleston Extended

Course Code PA351 **P**

Schedule: Eight days; 9:00 a.m. to 4:00 p.m.
At Charleston, SC

Begin	End	Length	Section
02/06/12	02/15/12	8 days	0001
08/20/12	08/29/12	8 days	0002

FY13 schedule to be determined.

ICASS Basics

Course Code PA345 **P**

Schedule: Two days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
11/17/11	11/18/11	2 days	0001
03/29/12	03/30/12	2 days	0002
06/25/12	06/26/12	2 days	0003
09/27/12	09/28/12	2 days	0004

FY13 schedule to be determined.

ICASS Executive Seminar

Course Code PA245 **P**

Schedule: One day; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
12/09/11	12/09/11	1 day	0001
04/09/12	04/09/12	1 day	0002
07/09/12	07/09/12	1 day	0003

FY13 schedule to be determined.

Principles of Appropriation Law

Course Code PA215 **P**

Schedule: Four days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
10/31/11	11/03/11	4 days	0001
01/10/12	01/13/12	4 days	0010
02/21/12	02/24/12	4 days	0002
03/06/12	03/09/12	4 days	A001
03/12/12	03/15/12	4 days	A002
05/14/12	05/17/12	4 days	0003
06/05/12	06/08/12	4 days	A003
08/20/12	08/23/12	4 days	0004

FY13 schedule to be determined.

Servicing Serviced Agencies

Course Cod GFS13 **P**

Schedule: M-F; 9:00 a.m. to 4:00 p.m.
FY12/13 schedule to be determined.

Supervising a Cashier

Course Code PA217 **P**

Schedule: Five days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
12/05/11	12/09/11	5 days	0001
03/26/12	03/30/12	5 days	0002
06/11/12	06/15/12	5 days	0003
09/24/12	09/28/12	5 days	0004

FY13 schedule to be determined.

Voucher Examination, Advanced

Course Code GFS22 **P**

Schedule: Five days; 9:00 a.m. to 4:00 p.m.
FY12/13 schedule to be determined.

Voucher Examination, Basic

Course Code GFS21 **P**

Schedule: Five days; 9:00 a.m. to 4:00 p.m.
FY13 schedule to be determined.

Vouchering and Certification

Course Code PA216 **P**

Schedule: Five days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
11/21/11	11/25/11	5 days	0001*
03/12/12	03/16/12	5 days	0002
05/29/12	06/01/12	5 days	0003
09/04/12	09/07/12	5 days	0004

FY13 schedule to be determined.

**Classes are not held on federal holidays.*

Web.ICASS

Course Code GFS32 **P**

Schedule: Five days; 9:00 a.m. to 4:00 p.m.
FY13 schedule to be determined.

Working with ICASS

Course Code PA214 **P**

Schedule: Four days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
11/07/11	11/10/11	4 days	0001
01/17/12	01/20/12	4 days	0010
02/27/12	03/01/12	4 days	0002
04/16/12	04/19/12	4 days	A001
06/18/12	06/21/12	4 days	0003
08/06/12	08/09/12	4 days	A002
09/10/12	09/13/12	4 days	0004

FY13 schedule to be determined.

Foreign Service National Management Tradecraft Training

Foreign Service National Customer Focused Management

Course Code PA249 **P**

Schedule: Two days; 9:00 a.m. to 4:00 p.m.
FY12/13 schedule to be determined.

Foreign Service National Housing Workshop

Course Code PA265 **N P**

Schedule: Five days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
01/23/12	01/27/12	5 days	0001
03/26/12	03/30/12	5 days	0002

FY13 schedule to be determined.

Foreign Service National Supervisory Skills-Beyond the Basics

Course Code PA259 **N P**

Schedule: Five days; 9:00 a.m. to 4:00 p.m.
FY12/13 schedules to be determined.

Foreign Service National Supervisory Skills Workshop

Course Code PA248 **N P**

Schedule: Five days; 9:00 a.m. to 4:00 p.m.
FY12/13 schedule to be determined.

Foreign Service National Worldwide Conference

Course Code PA266 **N P**

Schedule: Seven days; 9:00 a.m. to 4:00 p.m.
FY12/13 schedule to be determined.

Senior LE Staff Seminar

Course Code PA268 **N P**

Schedule: Five days; 9:00 a.m. to 4:00 p.m.
FY12/13 schedule to be determined.

General Services Operations Training

Advanced General Services Operations

Course Code PA228 **P**

Schedule: Two weeks; 9:00 a.m. to 4:00 p.m.

At Shultz Center

Begin	End	Length	Section
06/11/12	06/22/12	2 weeks	0001
07/16/12	07/27/12	2 weeks	0002

FY13 schedule to be determined.

General Services Operations

Course Code PA221 **P**

Schedule: Nine weeks; 9:00 a.m. to 4:00 p.m.

At Shultz Center

Begin	End	Length	Section
10/24/11	12/16/11	9 weeks	0001*
01/17/12	03/09/12	9 weeks	0002*
03/12/12	05/04/12	9 weeks	0003
05/07/12	06/29/12	9 weeks	0004*
07/02/12	08/24/12	9 weeks	0005*
08/27/12	10/19/12	9 weeks	0006*

FY13 schedule to be determined.

**Classes are not held on federal holidays.*

GSO - Real Estate

Course Code PA221RE **P R**

Schedule: Two weeks; 9:00 a.m. to 4:00 p.m.

At Shultz Center

Begin	End	Length	Section
11/21/11	12/02/11	2 weeks	0001*
02/13/12	02/24/12	2 weeks	0002*
04/09/12	04/20/12	2 weeks	0003
06/04/12	06/15/12	2 weeks	0004
07/30/12	08/10/12	2 weeks	0005
09/24/12	10/05/12	2 weeks	0006

FY13 schedule to be determined.

**Classes are not held on federal holidays.*

Motor Pool Training

Course Code PA264 **P**

Schedule: Five days; 9:00 a.m. to 4:00 p.m.
FY12/13 schedule to be determined.

Property Management and NEPA Training

Course Code PA562 **P**

Schedule: Five days; 9:00 a.m. to 4:00 p.m.
FY12/13 schedule to be determined.

Course Schedules

Management Tradecraft

Property Management & Warehousing Workshop

Course Code PA563 **P**

Schedule: Five days; 9:00 a.m. to 4:00 p.m.
FY12/13 schedule to be determined.

Human Resources Management Training

Advanced Human Resource Management Workshop

Course Code PA234 **N** **P**

Schedule: Two weeks; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
07/16/12	07/27/12	2 weeks	0001

FY13 schedule to be determined.

Basic Human Resources

Course Code PA331 **P**

Schedule: Five days; 9:00 a.m. to 5:00 p.m.
FY12/13 schedule to be determined.

Foreign Service Retirement System for HR, Overview of

Course Code PA332 **P**

Schedule: One day; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
05/14/12	05/14/12	1 day	0001
08/06/12	08/06/12	1 day	0002

FY13 schedule to be determined.

Foreign Service Retirement Tradecraft

Course Code PA333 **P**

Schedule: Seven days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
07/12/12	07/20/12	7 Days	0001

FY13 schedule to be determined.

Global Employment Management System, Introduction to

Course Code PA191

Schedule: Half day; 9:00 am to 12:00 pm
At Main State

Begin	End	Length	Section
10/12/11	10/12/11	½ day	0001
12/01/11	12/01/11	½ day	0002
02/08/12	02/08/12	½ day	0003
03/27/12	03/27/12	½ day	0004
06/12/12	06/12/12	½ day	0005
08/14/12	08/14/12	½ day	0006

FY13 schedule to be determined.

Global Employment Management System, Position Management in

Course Code PA192 **P**

Schedule: One day; 9:00 a.m. to 4:00 p.m.
At Main State

Begin	End	Length	Section
10/13/11	10/13/11	1 day	0001
12/06/11	12/06/11	1 day	0002
02/16/12	02/16/12	1 day	0003
03/28/12	03/28/12	1 day	0004
06/13/12	06/13/12	1 day	0005
08/15/12	08/15/12	1 day	0006

FY13 schedule to be determined.

Global Employment Management System Processing, Basic

Course Code PA190 **P**

Schedule: Three days; 9:00 a.m. to 4:00 p.m.
At Main State

Begin	End	Length	Section
10/25/11	10/27/11	3 days	0001
12/13/11	12/15/11	3 days	0002
02/21/12	02/23/12	3 days	0003
04/17/12	04/19/12	3 days	0004
06/26/12	06/28/12	3 days	0005
08/21/12	08/23/12	3 days	0006

FY13 schedule to be determined.

Human Resource Management

Course Code PA231 **P**

Schedule: Seven weeks; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
10/24/11	12/09/11	7 weeks	0001*
02/13/12	03/30/12	7 weeks	0002*
06/11/12	07/27/12	7 weeks	0003*

08/13/12 09/28/12 7 weeks 0004*
FY13 schedule to be determined.

*Classes are not held on federal holidays.

Human Resource Management Overseas

Course Code PA230 **P**

Schedule: Five weeks; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
10/24/11	11/25/11	5 Weeks	0001*
02/13/12	03/16/12	5 Weeks	0002*
06/11/12	07/13/12	5 Weeks	0003*
08/13/12	09/14/12	5 Weeks	0004*

FY13 schedule to be determined.

*Classes are not held on federal holidays.

Human Resources for LE Staff, Intermediate

Course Code PA338 **P**

Schedule: Five days; 9:00 a.m. to 4:00 p.m.
FY12/13 schedule to be determined.

Knowledge Center Reporting Tool (Actions Universe), Advanced

Course Code PA194 **P**

Schedule: One day; 9:00 a.m. to 4:00 p.m.
At Main State

Begin	End	Length	Section
10/19/11	10/19/11	1 day	0001
12/08/11	12/08/11	1 day	0002
02/07/12	02/07/12	1 day	0003
04/25/12	04/25/12	1 day	0004
06/06/12	06/06/12	1 day	0005
08/29/12	08/29/12	1 day	0006

FY13 schedule to be determined.

Knowledge Center Reporting Tool (Person and Position Universe), Basic

Course Code PA193

Schedule: One day; 9:00 a.m. to 4:00 p.m.
At Main State

Begin	End	Length	Section
10/18/11	10/18/11	1 day	0001
12/07/11	12/07/11	1 day	0002
02/02/12	02/02/12	1 day	0003
04/24/12	04/24/12	1 day	0004
06/05/12	06/05/12	1 day	0005
08/28/12	08/28/12	1 day	0006

FY13 schedule to be determined.

LE Staff Position Classification, Basic

Course Code PA337 **P**

Schedule: Five days; 9:00 a.m. to 4:00 p.m.
FY12/13 schedule to be determined.

LE Staff Position Management and Classification

Course Code PA232 **P**

Schedule: Two weeks; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
11/28/11	12/09/11	2 weeks	0001
03/19/12	03/30/12	2 weeks	0002
07/16/12	07/27/12	2 weeks	0003
09/17/12	09/28/12	2 weeks	0004

FY13 schedule to be determined.

Locally Employed Staff Recruitment Workshop

Course Code PA336 **P**

Schedule: Three days; 9:00 a.m. to 4:00 p.m.
FY12/13 schedule to be determined.

Professional Tradecraft for HR/CDA Staff

Course Code PA239

Schedule: Five days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
09/10/12	09/14/12	5 days	0001

FY13 schedule to be determined.

Logistics Management Training

Foreign Service National Transportation Workshop

Course Code PA250 **N** **P**

Schedule: Five days; 9:00 a.m. to 4:00 p.m.
At Miami

Begin	End	Length	Section
02/06/12	02/10/12	5 days	0001

At Antwerp/ELSO

03/19/12	03/23/12	5 days	0002
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At Seattle

04/16/12	04/20/12	5 days	0003
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FY13 schedule to be determined.

Foreign Service National Transportation Workshop, Advanced

Course Code PA256 **N** **P**

Schedule: Five days; 8:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
02/06/12	02/10/12	5 days	0001
04/16/12	04/20/12	5 days	0002

FY13 schedule to be determined.

GSO - Logistics Management Overseas

Course Code PA22ILMO **N** **P** **R**

Schedule: Two weeks; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
10/11/11	10/21/11	2 weeks	0006
12/05/11	12/16/11	2 weeks	0001
02/27/12	03/09/12	2 weeks	0002
04/23/12	05/04/12	2 weeks	0003
06/18/12	06/29/12	2 weeks	0004
08/13/12	08/24/12	2 weeks	0005
FY13			
10/09/12	10/19/12	2 weeks	0006

ILMS Domestic Ariba: Approver Training

Course Code PA361 **P** **R**

Schedule: One day; 9:00 a.m. to 12:00 p.m.
At SA-15

Begin	End	Length	Section
10/19/11	10/19/11	1 day	0001
11/16/11	11/16/11	1 day	0002
01/18/12	01/18/12	1 day	0003
02/15/12	02/15/12	1 day	0004
03/21/12	03/21/12	1 day	0005
04/18/12	04/18/12	1 day	0006
05/16/12	05/16/12	1 day	0007
06/20/12	06/20/12	1 day	0008
07/18/12	07/18/12	1 day	0009
08/15/12	08/15/12	1 day	0010
09/19/12	09/19/12	1 day	0011

FY13 schedule to be determined.

ILMS Domestic Ariba: Budget and Fiscal

Course Code PA374 **P** **R**

Schedule: One day; 9:00 a.m. to 12:00 p.m.
At SA-15

Begin	End	Length	Section
10/26/11	10/26/11	1 day	0001
11/23/11	11/23/11	1 day	0002
01/25/12	01/25/12	1 day	0003
02/22/12	02/22/12	1 day	0004

03/28/12	03/28/12	1 day	0005
04/25/12	04/25/12	1 day	0006
05/23/12	05/23/12	1 day	0007
06/27/12	06/27/12	1 day	0008
07/25/12	07/25/12	1 day	0009
08/22/12	08/22/12	1 day	0010
09/26/12	09/26/12	1 day	0011

FY13 schedule to be determined.

ILMS Domestic Ariba: Purchase Card Training

Course Code PA378 **P** **R**

Schedule: One day; 9:00 a.m. to 12:00 p.m.
At SA-15

Begin	End	Length	Section
10/12/11	10/12/11	1 day	0001
11/09/11	11/09/11	1 day	0002
12/14/11	12/14/11	1 day	0003
01/11/12	01/11/12	1 day	0004
02/08/12	02/08/12	1 day	0005
03/14/12	03/14/12	1 day	0006
04/11/12	04/11/12	1 day	0007
05/09/12	05/09/12	1 day	0008
06/13/12	06/13/12	1 day	0009
07/11/12	07/11/12	1 day	0010
08/08/12	08/08/12	1 day	0011
09/12/12	09/12/12	1 day	0012

FY13 schedule to be determined.

ILMS Domestic Ariba: Requester

Course Code PA375 **P** **R**

Schedule: One day; 9:00 a.m. to 12:00 p.m.
At SA-15

Begin	End	Length	Section
10/05/11	10/05/11	1 day	0001
11/02/11	11/02/11	1 day	0002
12/07/12	12/07/12	1 day	0003
01/04/12	01/04/12	1 day	0004
02/01/12	02/01/12	1 day	0005
03/07/12	03/07/12	1 day	0006
04/04/12	04/04/12	1 day	0007
05/02/12	05/02/12	1 day	0008
06/06/12	06/06/12	1 day	0009
08/01/12	08/01/12	1 day	0010
09/05/12	09/05/12	1 day	0011

FY13 schedule to be determined.

Management Tradecraft Training

7 Habits of Highly Effective People-O/S

Course Code PA298

Schedule: Four days; 9:00 a.m. to 4:00 p.m.
FY12/13 schedule to be determined.

Course Schedules

Management Tradecraft

Advanced Management Workshop

Course Code PA238 **P**

Schedule: Five days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
07/09/12	07/14/12	5 days	0001

FY13 schedule to be determined.

Change Management

Course Code PA285 **P**

Schedule: Half day; 9:00 a.m. to 4:00 p.m.
FY12/13 schedule to be determined.

Coaching and Collaboration

Course Code PA272 **P**

Schedule: Half day; 9:00 a.m. to 4:00 p.m.
FY12/13 schedule to be determined.

Communication Skills

Course Code PA373 **P**

Schedule: Two days; 9:00 a.m. to 4:00 p.m.
FY12/13 schedule to be determined.

Conflict Management

Course Code PA274 **P**

Schedule: Half day; 9:00 a.m. to 4:00 p.m.
FY12/13 schedule to be determined.

Cross-Cultural Values

Course Code PA275 **P**

Schedule: Half day; 9:00 a.m. to 4:00 p.m.
FY12/13 schedule to be determined.

Customer Service

Course Code PA276 **P**

Schedule: Half day; 9:00 a.m. to 4:00 p.m.
FY12/13 schedule to be determined.

Customer Service Training

Course Code PA143

Schedule: Two days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
12/06/11	12/07/11	2 days	0001
01/25/12	01/26/12	2 days	0002

02/23/12	02/24/12	2 days	0003
07/12/12	07/13/12	2 days	0004
09/20/12	09/21/12	2 days	0005

FY13 schedule to be determined.

Domestic Management Officers Seminar

Course Code PA160

Schedule: Three weeks; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
03/19/12	05/25/12	3 weeks	0001*

FY13 schedule to be determined.

*Classes are not held on federal holidays.

Effective Operational Management

Course Code PA313 **P**

Schedule: Five days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
10/17/11	10/21/11	5 days	0001
01/09/12	01/13/12	5 days	0002
02/06/12	02/10/12	5 days	0003
03/05/12	03/09/12	5 days	0004
04/02/12	04/06/12	5 days	0005
04/30/12	05/04/12	5 days	0006
06/04/12	06/08/12	5 days	0007
06/25/12	06/29/12	5 days	0008
08/06/12	08/10/12	5 days	0009
08/20/12	08/24/12	5 days	0010

FY13 schedule to be determined.

Executive Overview to Managing State Projects

Course Code PT209 **R**

Schedule: Two days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
03/01/12	03/02/12	2 days	0002

FY13 schedule to be determined.

Leadership

Course Code PA277 **P**

Schedule: Half day; 9:00 a.m. to 4:00 p.m.
FY12/13 schedule to be determined.

Management Controls Workshop

Course Code PA137

Schedule: Two days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
10/26/11	10/27/11	2 days	0001

03/14/12 03/15/12 2 days 0002

05/17/12 05/18/12 2 days 0003

FY13 schedule to be determined.

Managing Customer Service

Course Code PA123

Schedule: One day; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
11/10/11	11/10/11	1 day	0001

04/19/12 04/19/12 1 day 0002

08/09/12 08/09/12 1 day 0003

FY13 schedule to be determined.

Managing State Projects

Course Code PT208

Schedule: Five days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
10/17/11	10/21/11	5 days	0001

10/31/11 11/04/11 5 days 0002

12/12/11 12/16/11 5 days 0003

01/09/12 01/13/12 5 days 0004

03/26/12 03/30/12 5 days 0005

04/30/12 05/04/12 5 days 0006

06/25/12 06/29/12 5 days 0007

07/16/12 07/20/12 5 days 0008

08/13/12 08/17/12 5 days 0009

09/10/12 09/14/12 5 days 0010

FY13 schedule to be determined.

Managing Up

Course Code PA278 **P**

Schedule: Half day; 9:00 a.m. to 4:00 p.m.
FY12/13 schedule to be determined.

Motivation

Course Code PA279 **P**

Schedule: Half day; 9:00 a.m. to 4:00 p.m.
FY12/13 schedule to be determined.

Overseas Management Tradecraft

Course Code PA243

Schedule: Three weeks; 8:30 a.m. to 4:30 p.m.

At Shultz Center

Begin	End	Length	Section
06/11/12	06/29/12	3 weeks	0001
07/16/12	08/03/12	3 weeks	0002

FY13 schedule to be determined.

Passport Operations Officer Seminar

Course Code PA205 **P**

Schedule: Five days; 9:00 a.m. to 4:00 p.m.

FY12/13 schedule to be determined.

Planning

Course Code PA280 **P**

Schedule: Half day; 9:00 a.m. to 4:00 p.m.

FY12/13 schedule to be determined.

Post Management Officer Tradecraft

Course Code PA335

Schedule: Four days; 9:00 a.m. to 4:00 p.m.

At Shultz Center

Begin	End	Length	Section
10/11/11	10/14/11	4 days	0001

FY13 schedule to be determined.

Team Building

Course Code PA282

Schedule: Half day; 9:00 a.m. to 4:00 p.m.

FY12/13 schedule to be determined.

Time Management

Course Code PA283 **P**

Schedule: Half day; 9:00 a.m. to 4:00 p.m.

FY12/13 schedule to be determined.

Negotiation

Advanced International Negotiations

Course Code PP515 **P**

Schedule: Four days; 9:00 am to 4:30 pm

At Shultz Center

Begin	End	Length	Section
07/09/12	07/12/12	4 days	0001

FY13 schedule to be determined.

International Negotiation: Art and Skills

Course Code PP501

Schedule: Five days; 9:00 a.m. to 4:30 p.m.

At Shultz Center

Begin	End	Length	Section
12/05/11	12/09/11	5 days	0001
03/05/12	03/09/12	5 days	0002
05/14/12	05/18/12	5 days	0003
06/11/12	06/15/12	5 days	0004
09/17/12	09/21/12	5 days	0005

FY13 schedule to be determined.

Negotiating in the Workplace

Course Code PT253

Schedule: Two days; 9:00 a.m. to 4:00 p.m.

At Shultz Center

Begin	End	Length	Section
11/16/11	11/17/11	2 days	0001
03/05/12	03/06/12	2 days	0002
05/02/12	05/03/12	2 days	0003
08/01/12	08/02/12	2 days	0004

FY13 schedule to be determined.

Regional Multilateral Negotiations

Course Code PP523 **N**

Schedule: Three-and-a-half days; 9:00 a.m. to 4:00 p.m.

FY12/13 schedule to be determined.

Office Management

Civil Service Office Support Essentials

Course Code PK104 **P**

Schedule: Nine days; 9:00 a.m. to 4:00 p.m.

At Shultz Center

Begin	End	Length	Section
05/14/12	05/24/12	9 Days	0001

09/17/12 09/27/12 9 Days 0002

FY13 schedule to be determined.

Civil Service Office Support Professional Program

Course Code PK206 **R**

Schedule: 19 days; 9:00 a.m. to 4:00 p.m.

At Shultz Center

Begin	End	Length	Section
01/23/12	04/27/12	19 days	0001*

FY13 schedule to be determined.

*Classes are not held on federal holidays.

Contact Database User Training

Course Code PK247 **P**

Schedule: Three days; 9:00 am to 4:00 pm

At Frankfurt

Begin	End	Length	Section
10/01/11	09/30/12	3 days	0001*

FY13 schedule to be determined

Files and Records Management

Course Code PK207 **R**

Schedule: One day; 9:00 a.m. to 4:00 p.m.

At Shultz Center

Begin	End	Length	Section
11/21/11	11/21/11	1 day	0001
05/01/12	05/01/12	1 day	0002

FY13 schedule to be determined.

Foreign Service National Regional Secretarial Seminar

Course Code PK335 **N** **R**

Schedule: Five days; 9:00 a.m. to 4:00 p.m.

FY12/13 schedule to be determined.

Foreign Service Office Management Specialist Training for Entering Personnel

Course Code PK102

Schedule: Three weeks; 9:00 a.m. to 4:00 p.m.

At Shultz Center

Begin	End	Length	Section
10/17/11	11/04/11	3 weeks	0001
11/14/11	12/02/11	3 weeks	0002*
02/06/12	02/24/12	3 weeks	0003*

Course Schedules

Office Management – Orientation

04/02/12	04/20/12	3 weeks	0004
05/29/12	06/15/12	3 weeks	0005
08/06/12	08/24/12	3 weeks	0006

FY13 schedule to be determined.

*Classes are not held on federal holidays.

Job Savvy: Skills for Workplace Success

Course Code PK146

Schedule: Five days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
12/05/11	12/09/11	5 days	0001
06/25/12	06/29/12	5 days	0002
08/20/12	08/24/12	5 days	0003

FY13 schedule to be determined.

New Ways to Problem Solve

Course Code PK330 **P**

Schedule: Two weeks; 8:45 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
08/06/12	08/17/12	2 weeks	0001

FY13 schedule to be determined.

OMS Front Office Skills

Course Code PK340 **P**

Schedule: Four days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
01/17/12	01/20/12	4 days	0001
07/16/12	07/19/12	4 days	0002
09/04/12	09/07/12	4 days	0003

FY13 schedule to be determined.

OMT - 7 Habits of Highly Effective People

Course Code PK216

Schedule: Four days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
02/27/12	03/01/12	4 days	0001
06/11/12	06/14/12	4 days	0002

FY13 schedule to be determined.

Pathways to Success

Course Code PK111

Schedule: Three days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
06/18/12	06/20/12	3 days	0001
07/11/12	07/13/12	3 days	0002

FY13 schedule to be determined.

Professional Development Seminar for Foreign Service Office Management Specialist

Course Code PK302 **P**

Schedule: Two weeks; 8:45 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
07/23/12	08/03/12	2 weeks	0001

FY13 schedule to be determined.

Protocol Assistants Workshop

Course Code PA267 **P**

Schedule: Five days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
01/09/12	01/13/12	5 days	0001
05/07/12	05/11/12	5 days	0002
08/27/12	08/31/12	5 days	0003

FY13 schedule to be determined.

Travel Documents Processing: Practical Application

Course Code PK205 **P** **R**

Schedule: Two days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
01/12/12	01/13/12	2 days	0002
03/15/12	03/16/12	2 days	0003
05/03/12	05/04/12	2 days	0004
08/02/12	08/03/12	2 days	0005

FY13 schedule to be determined.

Orientation

Diplomatic History of the United States

Course Code PG135

Schedule: Five days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
12/05/11	12/09/11	5 days	0001
06/25/12	06/29/12	5 days	0002
08/13/12	08/17/12	5 days	0003

FY13 schedule to be determined.

Orientation for Civil Service Employees

Course Code PN127

Schedule: Five days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
10/17/11	10/21/11	5 days	0001
12/05/11	12/09/11	5 days	0002
01/09/12	01/13/12	5 days	0003
02/06/12	02/10/12	5 days	0004
03/12/12	03/16/12	5 days	0005
04/02/12	04/06/12	5 days	0006
05/07/12	05/11/12	5 days	0007
06/18/12	06/22/12	5 days	0008
07/09/12	07/13/12	5 days	0009
09/10/12	09/14/12	5 days	0010

FY13 schedule to be determined.

Orientation for Foreign Service Officers

Course Code PG101

Schedule: Six weeks; 9:00 a.m. to 4:30 p.m.
At Shultz Center

Begin	End	Length	Section
01/17/12	02/24/12	6 weeks	0001*
03/12/12	04/20/12	6 weeks	0002
05/21/12	06/29/12	6 weeks	0003*
07/16/12	08/24/12	6 weeks	0004
09/10/12	10/19/12	6 weeks	0005*

FY13 schedule to be determined.

*Classes are not held on federal holidays.

Orientation for Foreign Service Specialist

Course Code PN106

Schedule: Three weeks; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
01/17/12	02/03/12	3 weeks	0001
03/12/12	03/30/12	3 weeks	0002
05/07/12	05/25/12	3 weeks	0003
07/06/12	08/03/12	3 weeks	0004
09/10/12	09/28/12	3 weeks	0005

FY13 schedule to be determined.

Orientation Presidential Management Fellows

Course Code PN120

Schedule: Five days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
11/01/11	11/04/11	5 days	0001

FY13 schedule to be determined.

Orientation to State Overseas

Course Code MQI19

Schedule: One day; 8:30 a.m. to 4:30 p.m.
FY12/13 schedule to be determined.

Washington Tradecraft

Course Code PT203

Schedule: Four days; 9:00 a.m. to 4:30 p.m.
At Shultz Center

Begin	End	Length	Section
10/04/11	10/07/11	4 days	0001
11/15/11	11/18/11	4 days	0002
02/21/12	02/24/12	4 days	0003
05/22/12	05/25/12	4 days	0004
06/05/12	06/08/12	4 days	0005
08/07/12	08/10/12	4 days	0006
09/18/12	09/21/12	4 days	0007

FY13 schedule to be determined.

Overseas Living

Professional Development for CLO (Regional)

 Course Code PD545 **P**

Schedule: Five days; 8:30 a.m. to 5:00 p.m.
FY12/13 schedule to be determined.

Professional Development for CLO (Worldwide)

 Course Code PD515 **P**

Schedule: Seven days; 8:15 a.m. to 5:00 p.m.
FY12/13 schedule to be determined.

Political Training

Arms Control and Nonproliferation

 Course Code PP203 **C**

Schedule: Five days; 9:00 a.m. to 4:30 p.m.
At Shultz Center

Begin	End	Length	Section
02/13/12	02/17/12	5 days	0001

FY13 schedule to be determined.

Congressional Relations

Course Code PP204

Schedule: Three days; 9:00 a.m. to 4:30 p.m.

At Shultz Center

Begin	End	Length	Section
04/18/12	04/20/12	3 days	0001

FY13 schedule to be determined.

Foreign Policy Advisors Orientation Course

 Course Code PP221 **C**

Schedule: Two days; 9:00 a.m. to 4:00 p.m.

At Shultz Center

Begin	End	Length	Section
09/10/12	09/11/12	2 days	0001

FY13 schedule to be determined.

Foundations of International Law

Course Code PP324

Schedule: Three days; 9:00 a.m. to 4:00 p.m.

At Shultz Center

Begin	End	Length	Section
05/16/12	05/18/12	3 days	0001

FY13 schedule to be determined.

Intelligence and Foreign Policy

 Course Code PP212 **C**

Schedule: Three days; 9:00 a.m. to 4:30 p.m.

At Shultz Center

Begin	End	Length	Section
12/07/11	12/09/11	3 days	0001

FY13 schedule to be determined.

Legislative Affairs Orientation

Course Code PP219

Schedule: Two days; 9:00 a.m. to 4:00 p.m.

At Shultz Center

Begin	End	Length	Section
08/27/12	08/28/12	2 days	0001

FY13 schedule to be determined.

Managing Foreign Assistance Awards Overseas

Course Code PP223

Schedule: Three days; 9:00 a.m. to 4:00 p.m.

At Shultz Center

Begin	End	Length	Section
02/27/12	02/29/12	3 days	0001
05/07/12	05/09/12	3 days	0002
07/09/12	07/11/12	3 days	0003
08/20/12	08/22/12	3 days	0004

FY13 schedule to be determined.

Political/Economic Counselor Seminar

Course Code PE300

Schedule: Five days; 9:00 a.m. to 4:00 p.m.

At Shultz Center

Begin	End	Length	Section
08/06/12	08/10/12	5 days	0001

FY13 schedule to be determined.

Political/Economic Tradecraft

Course Code PGI40

Schedule: Three weeks; 8:30 a.m. to 4:30 p.m.

At Shultz Center

Begin	End	Length	Section
10/17/11	11/04/11	3 weeks	0001
11/28/11	12/16/11	3 weeks	0002
02/27/12	03/16/12	3 weeks	0003
04/23/12	05/11/12	3 weeks	0004
05/21/12	06/08/12	3 weeks	0005*
06/11/12	06/29/12	3 weeks	0006
07/02/12	07/20/12	3 weeks	0007*
07/23/12	08/10/12	3 weeks	0008
08/27/12	09/14/12	3 weeks	0009*
09/17/12	10/05/12	3 weeks	0010

FY13 schedule to be determined.

*Classes are not held on federal holidays.

Political-Military Affairs

 Course Code PP505 **C**

Schedule: Five days; 9:00 a.m. to 4:30 p.m.

At Shultz Center

Begin	End	Length	Section
01/09/12	01/13/12	5 days	0001
06/04/12	06/08/12	5 days	0002
09/04/12	09/07/12	5 days	0003

FY13 schedule to be determined.

Course Schedules

Political Training – Program Planning and Assessment – Public Diplomacy

Political Training for Foreign Service Nationals

Course Code PP217 **N**

Schedule: Two weeks; 9:00 a.m. to 4:00 p.m.

At Shultz Center

Begin	End	Length	Section
04/09/12	04/20/12	2 weeks	0001

FY13 schedule to be determined.

Political Training for Foreign Service Nationals, Advanced

Course Code PP224 **N**

Schedule: Five days; 8:30 a.m. to 4:30 p.m.

At Shultz Center

Begin	End	Length	Section
09/24/12	09/28/12	5 days	0001

FY13 schedule to be determined.

Population, Refugee and Migration Monitoring and Evaluation of Humanitarian Assistance

Course Code PP528 **R**

Schedule: Three days; 9:00 a.m. to 4:00 p.m.

At SA-1

Begin	End	Length	Section
02/01/12	09/30/12	3 days	0001*

FY13 schedule to be determined.

*Classes are not held on federal holidays.

Population, Refugee and Migration Officers Monitoring and Evaluation Workshop

Course Code PP518 **R**

Schedule: Five days; 8:30 a.m. to 4:30 p.m.

At Shultz Center

Begin	End	Length	Section
08/13/12	08/17/12	5 days	0001

FY13 schedule to be determined.

Population, Refugee and Migration Officers Orientation

Course Code PP516

Schedule: Five days; 9:00 a.m. to 4:00 p.m.

At Shultz Center

Begin	End	Length	Section
08/06/12	08/10/12	5 days	0001

FY13 schedule to be determined.

Program Planning and Assessment

Training Evaluation Workshop

Course Code PD518 **P**

Schedule: Two days; 9:00 a.m. to 4:00 p.m.

At Shultz Center

Begin	End	Length	Section
11/07/11	11/08/11	2 days	0001

01/26/12	01/27/12	2 days	0002
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05/24/12	05/25/12	2 days	0003
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07/26/12	07/27/12	2 days	0004
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FY13 schedule to be determined.

Public Diplomacy

Advanced Administration of Public Diplomacy Operations Overseas

Course Code PY122 **P**

Schedule: Two weeks; 9:00 a.m. to 4:00 p.m.

At Shultz Center

Begin	End	Length	Section
04/23/12	05/04/12	2 weeks	0001

05/29/12	06/08/12	2 weeks	0002
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07/02/12	07/13/12	2 weeks	0003*
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08/06/12	08/17/12	2 weeks	0004
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09/10/12	09/21/12	2 weeks	0005
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FY13 schedule to be determined.

*Classes are not held on federal holidays.

Advocacy Through the Media

Course Code PY142 **P**

Schedule: Five days; 9:00 a.m. to 4:00 p.m.

At Shultz Center

Begin	End	Length	Section
04/09/12	04/13/12	5 days	0001

06/04/12	06/08/12	5 days	0002
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07/09/12	07/13/12	5 days	0003
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08/13/12	08/17/12	5 days	0004
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FY13 schedule to be determined.

Alumni Outreach Strategy Building Seminar

Course Code PY344 **P R**

Schedule: Five days; 9:00 a.m. to 4:00 p.m.

FY12/13 schedule to be determined.

Basic Principles of Video Technical and Visual Diplomacy Seminar

Course Code PY366

Schedule: Five days; 9:00 a.m. to 5:00 p.m.

FY12/13 schedule to be determined.

Conveying the Message: Visual Diplomacy

Course Code PY362 **N R**

Schedule: Five days; 9:00 a.m. to 4:00 p.m.

FY12/13 schedule to be determined.

Creating Digital Media for Public Diplomacy Outreach

Course Code PY368 **P**

Schedule: Five days; 9:00 a.m. to 5:00 p.m.

FY12/13 schedule to be determined.

English Language Programs in Public Diplomacy

Course Code PY345 **R**

Schedule: Three days; 9:00 a.m. to 4:00 p.m.

FY12/13 schedule to be determined.

Ethics in the Grants Environment

Course Code PY320

Schedule: One day; 8:30 a.m. to 4:30 p.m.

At Shultz Center

Begin	End	Length	Section
08/20/12	08/20/12	1 day	0001

FY13 schedule to be determined.

Foundations of Public Diplomacy

Course Code PY100

Schedule: Two weeks; 9:00 a.m. to 4:30 p.m.

At Shultz Center

Begin	End	Length	Section
10/24/11	11/04/11	2 weeks	0001

01/03/12	01/13/12	2 weeks	0002
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02/27/12	03/09/12	2 weeks	0003
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04/23/12	05/04/12	2 weeks	0004
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05/29/12	06/08/12	2 weeks	0005
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07/02/12	07/13/12	2 weeks	0006*
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08/06/12	08/17/12	2 weeks	0007
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FY13 schedule to be determined.

*Classes are not held on federal holidays.

Getting Started with Social MediaCourse Code PY360 **R****Schedule:** Two days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
11/14/11	11/15/11	2 days	0001
01/09/12	01/10/12	2 days	0002
04/02/12	04/03/12	2 days	0003
06/18/12	06/19/12	2 days	0004
08/13/12	08/14/12	2 days	0005
09/10/12	09/11/12	2 days	0006

FY13 schedule to be determined.

Information Resource Center WorkshopCourse Code PY351 **N** **R****Schedule:** Three days; 9:00 a.m. to 4:00 p.m.
FY12/13 schedule to be determined.**Introduction to Grants and Cooperative Agreements**

Course Code PY220

Schedule: Three days; 8:30 a.m. to 4:30 p.m.
At Shultz Center

Begin	End	Length	Section
10/17/11	10/19/11	3 days	0001
02/06/12	02/08/12	3 days	0002
06/04/12	06/06/12	3 days	0003
07/09/12	07/11/12	3 days	0004
08/06/12	08/08/12	3 days	0005
09/10/12	09/12/12	3 days	0006

FY13 schedule to be determined.

Introduction to Public Diplomacy

Course Code PY153

Schedule: Three days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
11/02/11	11/04/11	3 days	0001
01/11/12	01/13/12	3 days	0002
04/04/12	04/06/12	3 days	0003
06/20/12	06/22/12	3 days	0004
09/12/12	09/14/12	3 days	0005

FY13 schedule to be determined.

Monitoring Grants and Cooperative AgreementsCourse Code PY222 **P****Schedule:** Two days; 8:30 a.m. to 4:30 p.m.
At Shultz Center

Begin	End	Length	Section
10/20/11	10/21/11	2 days	0001
02/09/12	02/10/12	2 days	0002
06/07/12	06/08/12	2 days	0003
07/12/12	07/13/12	2 days	0004
08/09/12	08/10/12	2 days	0005
09/13/12	09/14/12	2 days	0006

FY13 schedule to be determined.

New Media and Technology Issues in Public DiplomacyCourse Code PY361 **N** **R****Schedule:** Three days; 9:00 a.m. to 4:00 p.m.
FY12/13 schedule to be determined.**New Trends in Public Diplomacy**

Course Code PY230

Schedule: Three days; 9:00 a.m. to 4:30 p.m.
At Shultz Center

Begin	End	Length	Section
07/18/12	07/20/12	3 days	0001

FY13 schedule to be determined.

Outreach Diplomacy: Engaging the World

Course Code PY141

Schedule: Three days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
11/16/11	11/18/11	3 days	0001
05/02/12	05/04/12	3 days	0002
07/18/12	07/20/12	3 days	0003
08/15/12	08/17/12	3 days	0004

FY13 schedule to be determined.

Presenting Effectively to the Media

Course Code PT301

Schedule: Two days; 9:00 a.m. to 4:00 p.m.
FY12/13 schedule to be determined.**Public Diplomacy Tradecraft for Exchanges and Educational and Cultural Programs**

Course Code PY140

Schedule: Three weeks; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
01/17/12	02/03/12	3 weeks	0002
05/07/12	05/25/12	3 weeks	0003
06/11/12	06/29/12	3 weeks	0004
07/16/12	08/03/12	3 weeks	0005
08/20/12	09/07/12	3 weeks	0006*

FY13 schedule to be determined.

*Classes are not held on federal holidays.

Public Diplomacy Tradecraft for Information and Media Affairs

Course Code PY138

Schedule: Three weeks; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
11/28/11	12/16/11	3 weeks	0001
03/12/12	03/30/12	3 weeks	0002
05/07/12	05/25/12	3 weeks	0003
06/11/12	06/29/12	3 weeks	0004
07/16/12	08/03/12	3 weeks	0005
08/20/12	09/07/12	3 weeks	0006*

FY13 schedule to be determined.

*Classes are not held on federal holidays.

Seminar on Advanced Cultural DiplomacyCourse Code PY343 **P** **R****Schedule:** Five days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
07/09/12	07/13/12	5 days	0001

FY13 schedule to be determined.

Seminar on Cultural, Educational and Exchange Programs for Public DiplomacyCourse Code PY342 **N** **R****Schedule:** Five days; 9:00 a.m. to 4:00 p.m.
FY12/13 schedule to be determined.

Course Schedules

Public Diplomacy – Reconstruction, Stabilization and Conflict Transformation

Social Media Practitioners' Workshop

Course Code PY363

Schedule: Three days; 9:00 a.m. to 4:00 p.m.

At Shultz Center

Begin	End	Length	Section
11/02/11	11/04/11	3 days	0001
05/30/12	06/01/12	3 days	0002
08/01/12	08/03/12	3 days	0003
09/19/12	09/21/12	3 days	0004

FY13 schedule to be determined.

Strategic Planning Workshop for Public Diplomacy

Course Code PY219 **N** **R**

Schedule: Three days; 9:00 a.m. to 4:00 p.m.

At Shultz Center

Begin	End	Length	Section
10/17/11	10/19/11	3 days	0001

FY13 schedule to be determined.

Workshop on Cultural, Educational and Exchange Programs for Public Diplomacy

Course Code PY341 **N** **R**

Schedule: Three days; 9:00 a.m. to 4:00 p.m.

FY12/13 schedule to be determined.

Workshop on Information Resource Centers and American Corners

Course Code PY352 **N** **R**

Schedule: Five days; 9:00 a.m. to 4:00 p.m.

FY12/13 schedule to be determined.

Foreign Service National Public Diplomacy Training

Administrative/Budget Workshop for Public Diplomacy

Course Code PY331 **N** **R**

Schedule: Three days; 9:00 a.m. to 4:00 p.m.

FY12/13 schedule to be determined.

Administrative Training for Public Diplomacy Foreign Service Nationals

Course Code PY332 **N**

Schedule: Five days; 9:00 a.m. to 4:00 p.m.

FY12/13 schedule to be determined.

Foreign Service National Current Issues Program

Course Code PY205 **N** **P** **R**

Schedule: Two weeks; 9:00 a.m. to 4:00 p.m.

At Shultz Center

Begin	End	Length	Section
11/06/11	11/18/11	2 weeks	0003
04/29/12	05/11/12	2 weeks	0002

FY13 schedule to be determined.

Foreign Service National Educational and Cultural Programs

Course Code PY204 **N** **P** **R**

Schedule: Two weeks; 9:00 a.m. to 4:00 p.m.

At Shultz Center

Begin	End	Length	Section
03/18/12	03/30/12	2 weeks	0001

FY13 schedule to be determined.

Foreign Service Nationals Information/Media Program

Course Code PY207 **N** **P** **R**

Schedule: Two weeks; 9:00 a.m. to 4:00 p.m.

At Shultz Center

Begin	End	Length	Section
02/05/12	02/17/12	2 weeks	0001

FY13 schedule to be determined.

Foreign Service Nationals Information Resource Centers Programs

Course Code PY206 **N** **P**

Schedule: Two weeks; 9:00 a.m. to 4:00 p.m.

At Shultz Center

Begin	End	Length	Section
06/10/12	06/26/12	2 weeks	0001

FY13 schedule to be determined.

Reconstruction, Stabilization and Conflict Transformation

Afghanistan Familiarization

Course Code RS415

Schedule: Five days; 8:15 am to 4:45 pm

At Shultz Center

Begin	End	Length	Section
10/11/11	10/14/11	5 days	0001
10/31/11	11/04/11	5 days	0002
11/14/11	11/18/11	5 days	0004
11/28/11	12/02/11	5 days	0003
12/12/11	12/16/11	5 days	0005
01/02/12	01/06/12	5 days	0006*
01/17/12	01/20/12	5 days	0007
01/30/12	02/03/12	5 days	0008
02/13/12	02/17/12	5 days	0009
02/27/12	03/02/12	5 days	0010
03/12/12	03/16/12	5 days	0011
03/26/12	03/30/12	5 days	0012
04/09/12	04/13/12	5 days	0013
04/23/12	04/27/12	5 days	0014
05/07/12	05/11/12	5 days	0015
05/21/12	05/25/12	5 days	0016
06/04/12	06/08/12	5 days	0017
06/18/12	06/22/12	5 days	0018
07/02/12	07/06/12	5 days	0019*
07/16/12	07/20/12	5 days	0020
07/30/12	08/03/12	5 days	0021
08/13/12	08/17/12	5 days	0022
09/04/12	09/07/12	5 days	0023
09/17/12	09/21/12	5 days	0024
FY13			
10/01/12	10/05/12	5 days	0001
10/15/12	10/19/12	5 days	0002
10/29/12	11/02/12	5 days	0003
11/12/12	11/16/12	5 days	0004*
11/26/12	11/30/12	5 days	0005
12/10/12	12/14/12	5 days	0006

FY13 schedule to be determined.

*Classes are not held on federal holidays.

Afghanistan Field Orientation

Course Code AR421 **R**

Schedule: Five days; 9:00 a.m. to 4:00 p.m.

At Shultz Center

Begin	End	Length	Section
10/17/11	10/21/11	5 days	0001
11/07/11	11/10/11	5 days	0002
12/05/11	12/09/11	5 days	0003
01/09/12	01/13/12	5 days	0004
02/06/12	02/10/12	5 days	0005
03/05/12	03/09/12	5 days	0006
04/02/12	04/06/12	5 days	0007
05/14/12	05/18/12	5 days	0008
06/11/12	06/15/12	5 days	0009

07/09/12 07/13/12 5 days 0010
 08/06/12 08/10/12 5 days 0011
 09/10/12 09/14/12 5 days 0012
 FY13
 10/09/12 10/12/12 5 days 0001
 11/05/12 11/09/12 5 days 0002
 12/03/12 12/07/12 5 days 0003
 FY13 schedule to be determined.

Cable Writing for Civilian Response Corps Staff and Members

Course Code RS521 **R**

Schedule: Two days; 8:15 a.m. to 4:30 p.m.
At Shultz Center

Begin	End	Length	Section
11/09/11	11/10/11	2 days	0001
03/12/12	03/13/12	2 days	0002
05/02/12	05/03/12	2 days	0003
09/19/12	09/20/12	2 days	0004

 FY13 schedule to be determined.

CRC Pre-Deployment Preparation

Course Code RS520

Schedule: Three days; 8:30 a.m. to 5:00 p.m.
 FY12/13 schedules to be determined.

Foundations in Conflict Prevention and Response

Course Code RS500 **R**

Schedule: Two weeks; 8:30 a.m. to 4:30 p.m.
At Shultz Center

Begin	End	Length	Section
10/17/11	10/28/11	2 weeks	0001
01/23/12	02/03/12	2 weeks	0003
02/27/12	03/09/12	2 weeks	0004
04/09/12	04/20/12	2 weeks	0006
06/11/12	06/22/12	2 weeks	0008
07/09/12	07/20/12	2 weeks	0009
08/20/12	08/31/12	2 weeks	0011
09/17/12	09/28/12	2 weeks	0012

 FY13 schedule to be determined.

Interagency Integrated Civilian-Military Training Exercise for Afghanistan

Course Code RS510 **P** **R**

Schedule: Six days; 5:00 a.m. to 10:00 p.m.
At Muscatatuck Urban Training Center

Begin	End	Length	Section
10/23/11	10/28/11	6 Days	0001
11/13/11	11/18/11	6 Days	0002

12/11/11 12/16/11 6 Days 0003
 01/15/12 01/20/12 6 Days 0004*
 02/12/12 02/17/12 6 Days 0005
 03/11/12 03/16/12 6 Days 0006
 04/08/12 04/13/12 6 Days 0007
 05/20/12 05/25/12 6 Days 0008
 06/17/12 06/22/12 6 Days 0009
 07/15/12 07/20/12 6 Days 0010
 08/12/12 08/17/12 6 Days 0011
 09/16/12 09/21/12 6 Days 0012
 FY13
 10/14/12 10/19/12 6 Days 0001
 11/11/12 11/16/12 6 Days 0002*
 12/09/12 12/14/12 6 Days 0003
 FY13 schedule to be determined.
**Classes are not held on federal holidays.*

Iraq Familiarization

Course Code FT610

Schedule: Five days; 9:00 a.m. to 4:00 p.m.
 FY12/13 schedule to be determined.

Iraq Field Orientation

Course Code AR420 **R**

Schedule: Five days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
10/03/11	10/07/11	5 days	0001
11/14/11	11/18/11	5 days	0002
12/05/11	12/09/11	5 days	0003

 FY13 schedule to be determined.

Pakistan Familiarization

Course Code RS417

Schedule: Five days; 9:00 a.m. to 5:00 p.m.
At Shultz Center

Begin	End	Length	Section
05/14/12	05/18/12	5 days	0002
06/11/12	06/15/12	5 days	0003
07/09/12	07/13/12	5 days	0004
08/06/12	08/10/12	5 days	0005
09/10/12	09/14/12	5 days	0006

 FY13 schedule to be determined.

Retirement

Annuities, Benefits and Social Security Workshop

Course Code RV104

Schedule: One day; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
12/06/11	12/06/11	1 day	0001
02/28/12	02/28/12	1 day	0002

04/10/12 04/10/12 1 day 0003
 07/31/12 07/31/12 1 day 0004
 09/25/12 09/25/12 1 day 0005
 FY13 schedule to be determined.

Financial Management and Estate Planning Workshop

Course Code RV103

Schedule: One day; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
12/07/11	12/07/11	1 day	0001
02/29/12	02/29/12	1 day	0002
04/11/12	04/11/12	1 day	0003
08/01/12	08/01/12	1 day	0004
09/26/12	09/26/12	1 day	0005

 FY13 schedule to be determined.

Job Search Program

Course Code RV102

Schedule: Eight weeks; 8:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
10/03/11	11/30/11	8 weeks	0001*
03/05/12	04/30/12	8 weeks	0002
08/06/12	09/30/12	8 weeks	0003*

 FY13 schedule to be determined.
**Classes are not held on federal holidays.*

Mid-Career Retirement Planning

Course Code RV105

Schedule: Two days; 8:15 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
11/15/11	11/16/11	2 days	0001
05/02/12	05/03/12	2 days	0002
06/13/12	06/14/12	2 days	0003

 FY13 schedule to be determined.

Retirement Planning Workshop

Course Code RV101

Schedule: Four days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
12/05/11	12/08/11	4 days	0001
02/27/12	03/01/12	4 days	0002
04/09/12	04/12/12	4 days	0003
07/30/12	08/02/12	4 days	0004
09/24/12	09/27/12	4 days	0005

 FY13 schedule to be determined.

Course Schedules

Safety – Security – Training Skills

Safety

Emergency Medical Training

Course Code PT530

Schedule: One day; 9:00 a.m. to 4:30 p.m.

At Shultz Center

Begin	End	Length	Section
10/05/11	10/05/11	1 day	0023
10/05/11	10/05/11	1 day	0024
10/19/11	10/19/11	1 day	0025
10/19/11	10/19/11	1 day	0026
11/09/11	11/09/11	1 day	0001
11/16/11	11/16/11	1 day	0002
11/30/11	11/30/11	1 day	0003
12/07/11	12/07/11	1 day	0004
12/15/11	12/15/11	1 day	0005
12/21/11	12/21/11	1 day	0006
01/04/12	01/04/12	1 day	0007
02/08/12	02/08/12	1 day	0008
02/29/12	02/29/12	1 day	0009
03/14/12	03/14/12	1 day	0010
04/04/12	04/04/12	1 day	0011
04/18/12	04/18/12	1 day	0012
04/25/12	04/25/12	1 day	0013
05/16/12	05/16/12	1 day	0014
05/30/12	05/30/12	1 day	0015
06/13/12	06/13/12	1 day	0016
07/11/12	07/11/12	1 day	0017
07/25/12	07/25/12	1 day	0018
08/08/12	08/08/12	1 day	0019
08/29/12	08/29/12	1 day	0020
09/05/12	09/05/12	1 day	0021
09/19/12	09/19/12	1 day	0022

FY13 schedule to be determined.

Security

Security Overseas Seminar

Course Code MQ911

Schedule: Two days; 9:00 a.m. to 4:00 p.m.

At Shultz Center

Begin	End	Length	Section
10/03/11	10/04/11	2 days	0001
10/17/11	10/18/11	2 days	0002
10/31/11	11/01/11	2 days	0003
11/14/11	11/15/11	2 days	0004
11/28/11	11/29/11	2 days	0005
12/12/11	12/13/11	2 days	0006
12/19/11	12/20/11	2 days	0007
01/09/12	01/10/12	2 days	0008
01/23/12	01/24/12	2 days	0009
01/30/12	01/31/12	2 days	0010
02/06/12	02/07/12	2 days	0011
02/27/12	02/28/12	2 days	0012
03/05/12	03/06/12	2 days	0013
03/19/12	03/20/12	2 days	0014
04/02/12	04/03/12	2 days	0015
04/16/12	04/17/12	2 days	0016
04/30/12	05/01/12	2 days	0017

05/14/12	05/15/12	2 days	0018
06/04/12	06/05/12	2 days	0019
06/18/12	06/19/12	2 days	0020
06/25/12	06/26/12	2 days	0021
07/09/12	07/10/12	2 days	0022
07/16/12	07/17/12	2 days	0023
07/23/12	07/24/12	2 days	0024
08/06/12	08/07/12	2 days	0025
08/13/12	08/14/12	2 days	0026
08/20/12	08/21/12	2 days	0027
08/27/12	08/28/12	2 days	0028
09/10/12	09/11/12	2 days	0029
09/17/12	09/18/12	2 days	0030

FY13 schedule to be determined.

Security Overseas Seminar, Youth

Course Code MQ914

Schedule: One day; 9:00 a.m. to 4:00 p.m.

At Shultz Center

Begin	End	Length	Section
02/25/12	02/25/12	1 day	0001
06/19/12	06/19/12	1 day	0002
06/26/12	06/26/12	1 day	0003
07/10/12	07/10/12	1 day	0004
07/24/12	07/24/12	1 day	0005
08/07/12	08/07/12	1 day	0006
08/14/12	08/14/12	1 day	0007

FY13 schedule to be determined.

Training Skills

Advanced Training Design Practicum

Course Code PD509 **P**

Schedule: Two days; 9:00 a.m. to 4:00 p.m.

At Shultz Center

Begin	End	Length	Section
11/29/11	11/30/11	2 days	0001
05/03/12	05/04/12	2 days	0002

FY13 schedule to be determined.

Advanced Training Skills Practicum

Course Code PD552 **P**

Schedule: One day; 9:00 a.m. to 4:00 p.m.

At Shultz Center

Begin	End	Length	Section
01/13/12	01/13/12	1 day	0001
06/22/12	06/22/12	1 day	0002

FY13 schedule to be determined.

Intact Work Group Training

Course Code PD525

Schedule: One day; 9:00 a.m. to 4:00 p.m.
FY12/13 schedule to be determined.

Putting Adult Learning into Practice

Course Code PD537

Schedule: One day; 9:00 a.m. to 4:00 p.m.

At Shultz Center

Begin	End	Length	Section
01/11/12	01/11/12	1 day	0001
09/27/12	09/27/12	1 day	0002

FY13 schedule to be determined.

Staff Development Training

Course Code PD526

Schedule: One day; 9:00 a.m. to 4:00 p.m.
FY12/13 schedule to be determined.

Training and Presentation Skills

Course Code PD513

Schedule: Three days; 9:00 a.m. to 4:00 p.m.

At Shultz Center

Begin	End	Length	Section
10/05/11	10/07/11	3 days	0001
02/22/12	02/24/12	3 days	0002
04/11/12	04/13/12	3 days	0003
06/06/12	06/08/12	3 days	0005

FY13 schedule to be determined.

Training Design Workshop

Course Code PD512 **P**

Schedule: Three days; 9:00 a.m. to 4:00 p.m.

At Shultz Center

Begin	End	Length	Section
11/16/11	11/18/11	3 days	0001
03/07/12	03/09/12	3 days	0002

FY13 schedule to be determined.

Training Tradecraft

Course Code PD505

Schedule: Five days; 9:00 a.m. to 4:00 p.m.

At Shultz Center

Begin	End	Length	Section
10/17/11	10/21/11	5 days	0001
12/05/11	12/09/11	5 days	0002
02/06/12	02/10/12	5 days	0003
05/14/12	05/18/12	5 days	0004

08/06/12 08/10/12 5 days 0005
08/27/12 08/31/12 5 days 0006
09/17/12 09/21/12 5 days 0007
FY13 schedule to be determined.

Transitions

Communicating Across Cultures

Course Code MQ802

Schedule: One day; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
12/10/11	12/10/11	1 day	0001
03/10/12	03/10/12	1 day	0002
06/16/12	06/16/12	1 day	0003
09/01/12	09/01/12	1 day	0004

FY13 schedule to be determined.

English Teaching Seminar

Course Code MQ107

Schedule: Two days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
11/02/11	11/03/11	2 days	0001
04/25/12	04/26/12	2 days	0002

FY13 schedule to be determined.

Explaining America

Course Code MQ115

Schedule: One day; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
11/15/11	11/15/11	1 day	0001
03/20/12	03/20/12	1 day	0002
07/17/12	07/17/12	1 day	0003

FY13 schedule to be determined.

Post Options for Employment and Training

Course Code MQ703

Schedule: One day; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
12/09/11	12/09/11	1 day	0001
03/01/12	03/01/12	1 day	0002
07/12/12	07/12/12	1 day	0003
09/27/12	09/27/12	1 day	0004

FY13 schedule to be determined.

Protocol and U.S. Representation Abroad

Course Code MQ116

Schedule: One day; 9:00 a.m. to 4:30 p.m.
At Shultz Center

Begin	End	Length	Section
10/15/11	10/15/11	1 day	0001
11/05/11	11/05/11	1 day	0002
12/03/11	12/03/11	1 day	0003
01/21/12	01/21/12	1 day	0004
02/11/12	02/11/12	1 day	0005
04/14/12	04/14/12	1 day	0006
05/12/12	05/12/12	1 day	0007
06/09/12	06/09/12	1 day	0008
07/21/12	07/21/12	1 day	0009

FY13 schedule to be determined.

Realities of Foreign Service Life

Course Code MQ803

Schedule: One day; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
12/07/11	12/07/11	1 day	0001
03/08/12	03/08/12	1 day	0002
07/20/12	07/20/12	1 day	0003
09/20/12	09/20/12	1 day	0004

FY13 schedule to be determined.

Special Education Needs Overseas Seminar

Course Code MQ118

Schedule: One day; 8:30 a.m. to 4:30 p.m.
At Shultz Center

Begin	End	Length	Section
05/09/12	05/09/12	1 day	0001

FY13 schedule to be determined.

Targeting the Job Market

Course Code MQ704

Schedule: One day; 9:00 a.m. to 1:00 p.m.
At Shultz Center

Begin	End	Length	Section
10/13/11	10/13/11	1 day	0001
05/03/12	05/03/12	1 day	0002

FY13 schedule to be determined.

Personal Planning Courses

Regulations Allowances and Finances in the Foreign Service Context

Course Code MQ104

Schedule: Two days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
12/01/11	12/02/11	2 days	0001
03/29/12	03/30/12	2 days	0002
05/31/12	06/01/12	2 days	0003
09/06/12	09/07/12	2 days	0004

FY13 schedule to be determined.

Transition Workshops and Presentations

Basic Workshop

DCM/Principal Officer Spouse, The Role of the

Course Code MQ110

Schedule: Three days; 9:00 a.m. to 4:00 p.m.
FY12/13 schedule to be determined.

Encouraging Resilience in the Foreign Service Child

Course Code MQ500 **E**

Schedule: Three hours; 6:00 p.m. to 8:30 p.m.
At Shultz Center

Begin	End	Length	Section
10/19/11	10/19/11	3 hours	0001

FY13 schedule to be determined.

Maintaining Long Distance Relationships

Course Code MQ801 **E**

Schedule: Four hours; 6:00 p.m. to 8:30 p.m.
At Shultz Center

Begin	End	Length	Section
11/30/11	11/30/11	4 hours	0001
05/30/12	05/30/12	4 hours	0002

FY13 schedule to be determined.

Course Schedules

Transition Workshops and Presentations

Raising Bilingual Children

Course Code MQ851 **E**

Schedule: Three hours; 9:00 a.m. to 4:00 p.m.

At Shultz Center

Begin	End	Length	Section
09/12/12	09/12/12	3 hours	0001

FY13 schedule to be determined.

Singles in the Foreign Service

Course Code MQ203 **E**

Schedule: Four hours; 9:00 a.m. to 1:00 p.m.

At Shultz Center

Begin	End	Length	Section
10/26/11	10/26/11	4 hours	0001
06/27/12	06/27/12	4 hours	0002

FY13 schedule to be determined.

Transition to Washington for Foreign-Born Spouses

Course Code MQ302 **W**

Schedule: Four hours; 9:00 a.m. to 4:00 p.m.

At Shultz Center

Begin	End	Length	Section
01/07/12	01/07/12	4 hours	0001
08/11/12	08/11/12	4 hours	0002

FY13 schedule to be determined.

Traveling with Pets

Course Code MQ855 **E**

Schedule: Three hours; 9:00 a.m. to 4:00 p.m.

At Shultz Center

Begin	End	Length	Section
04/18/12	04/18/12	3 hours	0001

FY13 schedule to be determined.

Young Diplomats Day

Course Code MQ250

Schedule: One day; 9:00 a.m. to 4:00 p.m.

At Shultz Center

Begin	End	Length	Section
06/18/12	06/18/12	1 day	0001
06/25/12	06/26/12	1 day	0002
07/09/12	07/09/12	1 day	0003
07/23/12	07/23/12	1 day	0004
08/06/12	08/06/12	1 day	0005
08/13/12	08/13/12	1 day	0006

FY13 schedule to be determined.

Going Overseas Series

Going Overseas For Families

Course Code MQ210 **W**

Schedule: Three hours; 9:00 a.m. to 4:00 p.m.

At Shultz Center

Begin	End	Length	Section
03/24/12	03/24/12	3 hours	0001
05/19/12	05/19/12	3 hours	0002

FY13 schedule to be determined.

Going Overseas for Singles and Couples Without Children

Course Code MQ200 **W**

Schedule: Four hours; 9:00 a.m. to 4:00 p.m.

At Shultz Center

Begin	End	Length	Section
03/24/12	03/24/12	4 hours	0001
05/19/12	05/19/12	4 hours	0002

FY13 schedule to be determined.

Going Overseas - Logistics For Adults

Course Code MQ220 **W** **E**

Schedule: Three hours; 9:00 a.m. to 12:00 p.m.

At Shultz Center

Begin	End	Length	Section
02/15/12	02/15/12	3 hours	0001
03/24/12	03/24/12	3 hours	0003
05/19/12	05/19/12	3 hours	0002

FY13 schedule to be determined.

Going Overseas - Logistics For Children

Course Code MQ230 **W**

Schedule: Two-and-a-half hours; 9:00 a.m. to 4:00 p.m.

At Shultz Center

Begin	End	Length	Section
03/24/12	03/24/12	2½ hours	0001
05/19/12	05/19/12	2½ hours	0002

FY13 schedule to be determined.

Personal Planning Workshops

Legal Considerations in the Foreign Service

Course Code MQ854 **E**

Schedule: Two-and-a-half hours; 6:00 p.m. to 8:30 p.m.

At Shultz Center

Begin	End	Length	Section
05/16/12	05/16/12	2½ hours	0001

FY13 schedule to be determined.

Managing Rental Property Overseas

Course Code MQ853 **E**

Schedule: Two-and-a-half hours; 9:00 a.m. to 4:00 p.m.

At Shultz Center

Begin	End	Length	Section
01/11/12	01/11/12	3 hours	0001

FY13 schedule to be determined.

Personal Finances and Investments for Foreign Affairs Personnel

Course Code MQ852 **E**

Schedule: Two-and-a-half hours; 9:00 a.m. to 4:00 p.m.

At Shultz Center

Begin	End	Length	Section
04/04/12	04/04/12	2½ hours	0001

FY13 schedule to be determined.

Tax Seminar

Course Code MQ117 **E**

Schedule: Three hours; 9:00 a.m. to 4:00 p.m.

At Shultz Center

Begin	End	Length	Section
02/08/12	02/08/12	3 hours	0001

FY13 schedule to be determined.

Course Title	Tuition
7 Habits of Highly Effective People, PT216	\$1,515
7 Habits of Highly Effective People-O/S, PA298	\$500
Accounting for Consular Fees: Training for the ACO, PC417	\$65
Accounting, PA220	\$625
Accounting I, GFS11	No Charge
Accounting II, GFS12	No Charge
ACS Unit Chiefs Basics, PC140	\$480
Active Defense: An Executive's Guide to Information Assurance, PS830	\$65
Administrative/Budget Workshop for Public Diplomacy, PY331	\$500
Administrative Training for Public Diplomacy Foreign Service Nationals, PY332	\$835
Adobe Connect – Managing Webinar Meeting Rooms, PS356	\$1,540
Advanced Administration of Public Diplomacy Operations Overseas, PY122	\$1,665
Advanced Area Studies, AR_	\$30 per day
Advanced Consular Course, PC532	\$960
Advanced Consular Namechecking and Identity Recognition Techniques, PC126	\$385
Advanced Consular Namechecking and Identity Recognition Techniques Overview, PC126A	\$95
Advanced Crisis Management Marine Expeditionary Exercise, PD535	No Charge
Advanced Financial Management, PA219	\$1,250
Advanced Foreign Service National Political Training, PP224	\$945
Advanced Foreign Service National Transportation Workshop, PA256	\$625
Advanced General Services Operations, PA228	\$1,250
Advanced Human Resource Management Workshop, PA234	\$1,250
Advanced International Negotiations, PP515	\$755
Advanced Knowledge Center Reporting Tool (Actions Universe), PA194	\$125
Advanced Leadership Skills, PT210	\$1,065
Advanced Management Workshop, PA238	\$625
Advanced Security Overseas Seminar, MQ912	\$65
Advanced Training Design Practicum, PD509	\$1,010
Advanced Training Skills Practicum, PD552	\$675
Advanced Voucher Examination, GFS22	No Charge
Advocacy Through the Media, PY142	\$835
Afghan PRT Orientation, AR421	\$970
Afghanistan Familiarization, RS415	\$970
Alumni Outreach Strategy Building Seminar, PY344	\$835
Ambassadorial Seminar, PT120	No Charge
American Citizens Services, PC535	\$675
Annuities, Benefits and Social Security Workshop, RV104	\$195
Arms Control and Nonproliferation, PP203	\$945
Assisting Victims of Crime, PC124	\$290
Assisting Victims of Crime, Overview, PC124A	\$95
Automated Systems for Consular Managers, PC116	\$480
Basic Consular Course, PC530	\$2,980
Basic EEO Counselor Training, PT171	\$850

Course Title	Tuition
Basic Emergency and Evacuation Radio Skills, YW280	\$65
Basic Global Employment Management System Processing, PA190	\$375
Basic Human Resources, PA331	\$625
Basic Knowledge Center Reporting Tool (Person and Position Universe), PA193	\$125
Basic LE Staff Position Classification, PA337	\$625
Basic Leadership Skills, PK245	\$1,895
Basic Principles of Video Technology and Visual Diplomacy Seminar, PY366	\$835
Basic Telephone, YW142	\$1,010
Basic Voucher Examination, GFS21	No Charge
Basics of Financial Management Overseas, PA210	\$2,495
Basics of International Trade, PE224	\$65
Better Office English: Oral, PK226	\$1,100
Better Office English: Written, PK225	\$1,100
Biotechnology and Global Challenges: Trade, Food Security, Energy, and Climate Change, PE150	\$365
Budget Techniques, GFS31	\$980
Budgeting for Supervisors, PA218	\$625
Building Automation Systems, PA522	\$1,250
Bureau/Mission Offsites, PT130	1 day \$215 2 days \$425 3 days \$640
Cable Writing for Civilian Response Corps Staff and Members, RS521	\$385
Career Builders: Communication Skills, PK209	\$440
Certified Information System Security Professional Review Seminar, YW762	\$2,025
Change Management, PA285	\$60
Citrix MetaFrame Presentation Server Administration, YW278	\$1,620
Civil Service Mentoring Workshop, PT132	\$215
Civil Service Office Support Essentials, PK104	\$1,760
Civil Service Office Support Professionals Program, PK206	\$4,180
Classified Equipment Lifecycle Management, YW320	\$405
Coaching, PT229	\$425
Coaching and Collaboration, PA272	\$60
Coal and Power, PE137	\$605
Collecting Consular Fees: Training for the Consular Cashier, PC419	\$65
Combating Terrorist Financing, PE141	\$365
Combating Trafficking in Persons, PC406	\$65
Commercial Terminal Satellite Operations, YW291	\$1,010
Commercial Tradecraft, PE125	\$605
Communicating Across Cultures, MQ802	\$195
Communicating with Congress: Briefing and Testifying, PT302	\$730
Communication Skills, PA373	\$250
Computer Applications Review for Consular Officers, PC127	\$385
COMSEC and CRYPTO, YW226	\$605
Conflict Management, PA274	\$60
Congressional Relations, PP204	\$565

Tuition Rates for FY2012

Course Title	Tuition
Consular Agents' Workshop, PC107	\$480
Consular Fees: Training for the Consular Agent, PC418	\$65
Consular Interviewing, PC543	\$190
Consular Leadership Development Conference, PC108	\$480
Consular Management at a Small Post, PC533	Classroom \$95 DL \$65
Consular Management Controls, PC400	\$65
Consular Review and Automation Update, PC540	\$290
Consular Section Chief Basics, PC550	\$960
Consular Task Force Basics, PC120	\$65
Contact Database User Training, PK247	\$660
Contract Administration Workshop, PA252	\$625
Contracting Officer's Representative, PA178	\$625
Conveying the Message: Visual Diplomacy, PY362	\$835
Countering International Parental Child Abduction, PC129	\$190
CRC Pre-Deployment Preparation, RS520	\$575
Creating Digital Media for Public Diplomacy Outreach, PY368	\$835
Creative Problem Solving, PT212	\$425
Crisis Leadership, PT303	\$1,300
Crisis Management Exercise, Overseas, PD533	No Charge
Crisis Management Overview, PD534	No Charge
Cross-Cultural Values, PA275	\$60
Crucial Conversations, PT150	\$1,135
Current Installation Practices, YW203	\$5,060
Customer Service, PA276	\$60
Customer Service Training, PA143	\$250
Customized MS Office Applications, PS322	\$255
Customized Applications, PS323	\$130
Customized Applications, PS324	\$1,540
Cyber Security Awareness, PS800	\$65
DCM/Principal Officer Spouse, The Role of the, MQ110	No Charge
Deputy Chiefs of Mission/Principal Officers Seminar, PT102	\$3,190
Detecting Fraudulent Documents, PC544	\$65
Detecting Impostors, PC128	\$95
Digital Satellite Terminal Operations, YW292	\$1,010
Diplomatic History of the United States, PG135	\$620
Domestic Emergency Management, PD538	No Charge
Domestic Management Officers Seminar, PA160	\$1,870
DS Radio Course, YW266	\$1,010
DS Radio Workshop, YW269	\$405
E2 Solutions: Online Booking Engine, PA199	\$65
E2 Solutions: System Administrator, PA195	\$65
E2 Solutions Travel Approver, PA198	\$65
E2 Solutions: Travel Arranger, PK196	\$65
E2 Solutions Traveler, PK197	\$65
eAllowances: Per Diem, PA461	\$65
eAllowances: Retail Price Schedule, PA462	\$65
Economic Issues, PE285	\$1,820
eCountry Clearance: Approver, PA472	\$65

Course Title	Tuition
eCountry Clearance: Post Administrator, PA473	\$65
eCountry Clearance: Requestor, PA471	\$65
EEO Counselor Training Refresher, PT173	\$215
EEO/Diversity Awareness for FSN/LE Staff, PT174	\$105
EEO/Diversity Awareness for Managers and Supervisors, PT107	\$425
Effective Feedback Skills for Managers and Supervisors, PT256	\$755
Effective Operational Management, PA313	\$625
Effective Speaking and Listening Skills, PK240	\$660
Egypt: Cultural Interactions and Connections, AR940	\$65
Electrical Power Generation for Facility Managers, PA524	\$625
Emergency Action Committee, PD543	\$65
Emergency Medical Training, PT530	\$650
Employee Relations Seminar, PK246	\$755
Encouraging Resilience in the Foreign Service Child, MQ500	No Charge
English Language Programs in Public Diplomacy, PY345	\$500
English Teaching Seminar: An Employment Option, MQ107	\$395
Enhancing Training with Learning Technology, PD520	\$1,345
Environment, Science, Technology and Health for Foreign Service Nationals, PE221	\$1,215
Environment, Science, Technology and Health Tradecraft, PE305	\$1,215
ePerformance for Civil Service, PA449	\$65
ePerformance for Foreign Service, PA448	\$65
Ethics in the Grants Environment, PY320	\$1,165
Ethics Orientation for New Employees, PA451	No Charge ¹
Ethics Orientation for New Locally Employed Staff, PA453	\$65
Ethics Orientation for Special Government Employees, PA452	No Charge ¹
Examining U.S. Passports, PC545	\$65
Executive Overview to Managing State Projects, PT209	\$250
Explaining America, MQ115	\$195
Extractive Industries Seminar, PE143	\$660
Facility Manager Tradecraft, PA521	\$4,370
Fast Backup—Communications for Non-IRM Personnel, YW231	\$1,010
FASTNet Core Operations and Maintenance, YW303	\$1,010 DL \$65
FASTNet Post Operation and Maintenance, YW302	\$1,010 DL \$65
FASTNet Post Troubleshooting, YW306	\$1,010
FASTNet Provisioning Bootcamp, YW305	\$2,025
FasTrac Distance Learning Program	No Charge (DoS only)
Federal Information Risk Assessment, YW610	\$1,010
Files and Records Management , PK207	Classroom \$220 DL \$65
Financial Management and Estate Planning Workshop, RV103	\$195
Financial Management Overseas, PA211	\$4,990
Floor Wardens and Monitors, PD541	\$65
Foreign Assistance Program Monitoring and Evaluation, PP425	\$65

Course Title	Tuition
Foreign Policy Advisors Orientation Course, PP221	\$380
Foreign Service Economic Studies, PE350	\$15,785
Foreign Service National Commercial Acquisitions, PA247	\$625
Foreign Service National Current Issues Program, PY205	\$1,665
Foreign Service National Customer Focused Management, PA249	\$250
Foreign Service National Economic Training, PE220	\$1,215
Foreign Service National Educational and Cultural Programs, PY204	\$1,665
Foreign Service National Housing Workshop, PA265	\$625
Foreign Service National Information/Media Program, PY207	\$1,665
Foreign Service National Information Resource Centers Program, PY206	\$1,665
Foreign Service National Office Communication: Oral and Written, PK227	\$2,200
Foreign Service National Online Writing Lab (OWL) Program, PY210, PY211, PY212	\$210
Foreign Service National Regional Secretarial Seminar, PK335	\$1,100
Foreign Service National Supervisory Skills, Beyond the Basics, PA259	\$625
Foreign Service National Supervisory Skills Workshop, PA248	\$625
Foreign Service National Transportation Workshop, PA250	\$625
Foreign Service National Worldwide Conference, PA266	\$875
Foreign Service Office Management Specialist Training For Entering Personnel, PK102	\$3,300
Foreign Service Retirement Tradecraft, PA333	\$875
Foundations of Interagency Reconstruction and Stabilization Operations, RS500	\$2,000
Foundations of International Law, PP324	\$565
Foundations of Public Diplomacy, PY100	\$2,500
Four Roles of Leadership, PT221	\$640
Fraud Prevention for Consular Managers, PC541	\$480
Fraud Prevention Workshop for Foreign Service Nationals, PC542	\$480
Fulbright Program Planning, PY442	\$65
Fundamentals of Supervision, PT230	\$1,895
General Services Operations, PA221	\$6,240
GSO – Acquisitions, PA221ACQ	\$2,495
GSO – Logistic Management Overseas, PA221LMO	\$1,870
GSO – Real Estate, PA221RE	\$1,250
Getting Started with New Social Media, PY360	\$335
GFMS New User Basic, PA350	\$625
GFMS New User Charleston Extended, PA351	\$1,250
Global Health Diplomacy, PE152	\$365
Global Issues, PP510	\$380
Going Overseas for Families, MQ210	No Charge
Going Overseas for Singles and Couples Without Children, MQ200	No Charge
Going Overseas–Logistics for Adults, MQ220	No Charge
Going Overseas–Logistics for Children, MQ230	No Charge
High Stress Assignment Outbrief Program, MQ950	\$100

Course Title	Tuition
High Stress Assignment Outbrief Program – Special Session, MQ951	\$260
How to be a Certifying Officer, PA291	\$65
How to be a Contracting Officer Representative, PA296	\$65
Hub Officer Orientation, PE292	\$365
Human Resource Management at Post, PA231	\$4,990
Human Resource Management Overseas, PA230	\$3,745
Human Rights and Democracy Promotion, PP530	\$565
HVAC Building Automation Fundamentals for Building Managers, PA523	\$625
ICASS Basics, PA345	\$250
ICASS Executive Seminar, PA245	\$125
ILMS Asset Management – Basic Property Record Keeping, PA364	\$65
ILMS Asset Management – Basic Property Record Keeping (Overseas), PA366	\$65
ILMS Asset Management – Property Reconciliation Process (Domestic), PA363	\$65
ILMS Asset Management – Property Reconciliation Process (Overseas), PA365	\$65
ILMS Diplomatic Pouch and Mail - Domestic Inbound Pouch Processor, YW461	\$65
ILMS Diplomatic Pouch and Mail - Domestic Receipt Processor, YW466	\$65
ILMS Diplomatic Pouch and Mail - Domestic Outbound Pouch Processor, YW460	\$65
ILMS Diplomatic Pouch and Mail - Domestic Shipment Processor, YW465	\$65
ILMS Diplomatic Pouch and Mail - Overseas Class Vault User, YW464	\$65
ILMS Diplomatic Pouch and Mail - Overseas Mailroom User, YW462	\$65
ILMS Domestic Ariba – Approver Training, PA361	Classroom \$60 DL \$65
ILMS Domestic Ariba – Budget and Fiscal, PA374	\$65
ILMS Domestic Ariba: Purchase Card Training, PA378	\$45
ILMS Domestic Ariba – Requester, PA375	\$65
ILMS – Overseas Ariba Approver Training, PA377	\$65
ILMS – Overseas Ariba Requester Training, PA376	\$65
Immigrant Visa Petitions: Revocation Guidance, PC402	\$65
Immigrant Visas, PC537	\$575
Immigration Law and Visa Operations, PC102	\$65
Implementing MS SharePoint Server, YW588	\$1,010
Influence By Design, PT224	\$425
Information Resource Center Workshop, PY351	\$440
Information Resource Management Tradecraft, YW387	\$3,035
Information Sharing Environment, EX200	\$65
INL Financial Management, PP421	\$65
INL Orientation Workshop, PP218	\$945
INL Program and Project Management I, PP420	\$65
Intact Work Group Training, PD525	\$675 per day
Intellectual Property Rights, PE138	\$245
Intellectual Property Rights: Copyright and Related Rights, PE339	\$65

Tuition Rates for FY2012

Course Title	Tuition
Intellectual Property Rights: Core Course, PE338	\$65
Intellectual Property Rights: Geographical Indications, PE341	\$65
Intellectual Property Rights: Industrial Designs, PE344	\$65
Intellectual Property Rights: Patents and Undisclosed Information, PE342	\$65
Intellectual Property Rights: Trademarks, PE343	\$65
Intellectual Property Rights: Traditional Knowledge and Expressions, PE340	\$65
Intelligence and Foreign Policy, PP212	\$565
Intensive Regional Area Studies	
One-day module	\$65
Two-day module	\$130
Three-day seminar	\$195
Five-day seminar	\$320
Ten-day seminar	\$645
Interagency Effectiveness: Strategies and Best Practices, PT307	\$365
Interagency Integrated Civilian-Military Training Exercise for Afghanistan, RS510	Call for quote
Interagency Policy Seminars, PT320- PT327	No Charge
Intermediate Human Resources for LE Staff, PA338	\$625
Intermediate Leadership Skills, PT207	\$1,895
International Negotiation: Art and Skills, PP501	\$945
International Terrorism: Understanding the Threat and Formulating the Response, PP521	\$565
Introduction to Agency Culture, RS40__	\$65
Introduction to Data Networks, YW600	\$1,010 DL \$65
Introduction to Diplomatic Telecommunications Service Satellite Communications, YW435	\$1,010 DL \$65
Introduction to Evacuation Management System, PA487	\$65
Introduction to the Fulbright Program, PY441	\$65
Introduction to Global Employment Management System Processing, PA191	\$60
Introduction to Grants and Cooperative Agreements, PY220	\$500 DL \$65
Introduction to IRM for New Employees, PS380	\$2,565
Introduction to Post Duty Officer Responsibilities, PA404	\$65
Introduction to Public Diplomacy, PY153	\$500
Introduction to Reconstruction and Stabilization, PD573	\$65
Introduction to Safety, Health and Environment, PA485	\$65
Introduction to Supply Chain Management, PA360	\$65
Introduction to Telephone Security, YW141	\$200 DL \$65
Introduction to Working in an Embassy, PN113	\$65
INVEST: Leahy Vetting at Post, PP410	\$65
INVEST: Leahy Vetting in Washington, PP411	\$65
Iraq Familiarization, FT610	\$410
Iraq PRT Orientation, AR420	\$970
IRM Management for the Senior Level, YW319	\$2,025
IRM Tradecraft for the Information Technology Manager, YW319	\$2,025
IT Business Case Part I, YW420	\$200

Course Title	Tuition	
IT Business Case Part II, YW421	\$200	
IT Contingency Planning, YW463	\$65	
IT Disaster Recovery and Contingency Planning, YW263	\$1,010	
Job Savvy: Skills for Workplace Success, PK146	\$1,100	
Job Search Program, RV102	\$3,930	
Labor Officer Skills, PL103	Course \$1,880	
Language Studies/Testing (see also “Additional Information,” page 76)		
Basic Courses: Long-Term Language and Area Studies, The L_100	Individual \$1,070 per wk; Multiple \$690 per wk	
Beyond-Three Training, L_101	Individual \$1,070 per wk; Multiple \$690 per wk	
Consultation: Learning Styles Diagnosis	\$150	
Consultation: Learning Styles Diagnosis Follow-up Appointment	\$150	
Early Morning, L_300	\$2,340 per semester	
Express I, L_420, L_421	\$210 per wk	
Express II, L_422, L_423, L_424	\$210 per wk	
Express III, L_425	\$210 per wk	
FAST Courses: Familiarization and Short-Term Language Studies, The L_200	Individual \$1,070 per wk; Multiple \$690 per wk	
FSI Online Language Resource Library, SR041	\$65	
Intensive Language Conversion Course, LPY111	Individual \$1,070 per wk; Multiple \$690 per wk	
Intermediate Language, L_425, L_426	\$210 per wk	
Introductory Language, L_410, L_411	\$210 per wk	
Language Conversion, L_460, L_461	\$210 per wk	
Language for Consular Tradecraft, L_440	\$210 per wk	
Language Testing (see also “Additional Information,” page 76)		
Modern Language Aptitude Test (MLAT)	\$50	
Proficiency Test	@FSI	DVC
S&R	\$600	\$2,400
Speaking Only	\$280	\$1,108
Reading Only	\$330	\$1,338
Threshold Test	@FSI	DVC
S&R	\$410	\$1,634
Speaking Only	\$230	\$933
Reading Only	\$230	\$933
Listening Comprehension, L_430	\$170 per wk	
Other Language Courses, L_490	\$210 per wk	
Out and About in [City], L_510	\$65	
Overseas Advanced Training – The Field Schools, L_950	Call for quote	
Part-Time Language	\$65 per hour	
People to People, L_445, L_446	\$170 per wk	
Post Language Officer Course, PLP100	\$65	

Course Title	Tuition
Post Language Teacher, PLP200	\$65
Reading Maintenance, L_401	\$170 per wk
Refresher Courses, L_201	Individual \$1,070 per wk; Multiple \$690 per wk
Tutorial, Specially Arranged	\$65 per hour
LAN/WAN Administration in the Department of State Environment, YW262	\$2,025
LE Staff Position Management and Classification, PA232	\$1,250
Leadership, PA277	\$60
Leading a Small Post, PD611	\$10,100
Leading at a High Threat Post, PT250	\$380
Leading in a Diverse Workforce, PT218	\$215
Leading Organizations Through Change, PT308	\$365
Legal Considerations in the Foreign Service, MQ854	No Charge
Legislative Affairs Orientation, PP219	\$380
Local Emergency and Evacuation Network-VHF/UHF, YW268	\$1,010
Locally Employed Staff Recruitment Workshop, PA336	\$375
Maintaining Long Distance Relationships, MQ801	No Charge
Manage to Motivate, PT135	\$425
Management Controls, PA164	\$65
Management Controls Workshop, PA137	\$250
Managerial Problem Solving and Decision-Making, PT134	\$425
Managing Change, PT206	\$380
Managing Conflict Productively, PT214	\$425
Managing Customer Service, PA123	\$125
Managing Foreign Assistance Awards Overseas, PP223	\$565
Managing the International Visitor Leadership Program at Post, PY424	\$65
Managing Public Diplomacy Resources, PY422	\$65
Managing Rental Property From Overseas, MQ853	No Charge
Managing State Projects, PT208	\$625
Managing Up, PA278	\$60
Managing Up: Linking Support And Supervision, PK305	\$380
Managing Up: Working Effectively with Your Manager, PT252	\$380
Managing Your Time Effectively, PT227	\$380
Measuring Performance, PA240	\$65
Media Monitoring and Reporting, PY432	\$65
MEPI Coordinator, Administrator and Project Officer Training, PP350	\$565
Meridian 61C/11C, YW497	\$2,025
Meridian Voice Mail, YW499	\$1,010
Microsoft Active Directory 2008, YW428	\$1,010
Microsoft Exchange Server 2010, YW429	\$2,025
Microsoft Windows Server 2008, YW427	\$2,025
Mid-Career Retirement Planning, RV105	\$375
Mission Classification Online Tutorial, PA446	\$65
Mission Press Office, PY431	\$65
Mission Support Planning (DAU DL Contracting Course), EX100	\$65

Course Title	Tuition
Monitoring Grants and Cooperative Agreements, PY222	\$210 DL \$65
Motivation, PA279	\$60
Motor Pool Training, PA264	\$375
MS Access 2007 - Level One, PS556	\$1,025
MS Access 2007 - Level Two, PS557	\$1,025
MS Access 2007 - MOS, PS558	\$2,565
MS Access 2007 - Workshop, PS560	\$515
MS Excel 2007 - Level One, PS561	\$1,025
MS Excel 2007 - Level Two, PS562	\$1,025
MS Excel 2007 - MOS, PS563	\$2,565
MS Excel 2007 - Workshop, PS565	\$515
MS Office 2007: Advanced Excel - DL Mentored, PS583	\$625
MS Office 2007: Advanced Outlook - DL Mentored, PS594	\$625
MS Office 2007: Advanced PowerPoint - DL Mentored, PS595	\$625
MS Office 2007: Advanced Word - DL Mentored, PS581	\$625
MS Office 2007: Beginning Excel - DL Mentored, PS582	\$625
MS Office 2007: Beginning Outlook - DL Mentored, PS584	\$625
MS Office 2007: Beginning PowerPoint - DL Mentored, PS585	\$625
MS Office 2007: Beginning Word - DL Mentored, PS580	\$625
MS Office 2007 - Week, PS576	\$2,565
MS Outlook 2007, Introduction PS566	\$1,025
MS Outlook 2007 - MOS, PS567	\$2,565
MS Outlook 2007 - Workshop, PS569	\$515
MS PowerPoint 2007 - Level One, PS570	\$1,025
MS PowerPoint 2007 - Level Two, PS571	\$1,025
MS PowerPoint 2007 - MOS, PS572	\$2,565
MS PowerPoint 2007 - Workshop, PS574	\$515
MS Project 2007, Introduction to, PS578	\$1,540
MS Publisher 2007, PS590	\$1,025
MS SharePoint Business Process Automation, PS588	\$1,025
MS SharePoint - Business User, PS586	\$515
MS SharePoint - Site Owner, PS587	\$1,025
MS Visio: Business Process Diagramming, PS591	\$515
MS Windows XP, Introduction, PS301	\$515
MS Word 2007 – Advanced, PS589	\$1,025
Multilateral Diplomacy, PP211	\$565
National Security Executive Leadership Seminar, PT330	No Charge
Nationality Law/Consular Procedures, PC103	\$65
Negotiating in the Workplace, PT253	\$755
NEPA for Windows, Basic Overseas Record Keeping, PA227	\$65
New Approaches to Addressing Corruption, PE160	\$245
New Media and Tech Issues in Public Diplomacy, PY361	\$500
New Trends in Public Diplomacy, PY230	\$165
New Ways to Problem Solve, PK330	\$2,200
No FEAR Act Training, PT401	\$65
Nonimmigrant Visa Petitions: Revocation Guidance, PC401	\$65

Tuition Rates for FY2012

Course Title	Tuition
Nonimmigrant Visas/Consular Interviewing, PC538	\$1,155
Nortel Business Communication Manager, YW297	\$2,025
Nortel CallPilot, YW496	\$1,010
OBO HAZMAT Training, PA488	\$625
OMS Front Office Skills, PK340	\$880
OMT - 7 Habits of Highly Effective People, PK216	\$880
Orientation for Civil Service Employees, PN127	\$620
Orientation for Foreign Service Officers, PG101	\$3,715
Orientation for Foreign Service Specialists, PN106	\$1,855
Orientation for Presidential Management Fellows Orientation, PN120	\$495
Orientation to Overseas Consular and Duty Officer Responsibilities, PC105	\$290
Orientation to State Overseas, MQ119	\$195
Outreach Diplomacy: Engaging the World, PY141	\$500
Overseas Citizens Services, PC104	\$65
Overseas Contracting Officer Update Training, PA340	\$125
Overseas Facilities Management, PA525	\$1,870
Overseas Management Tradecraft, PA243	\$1,870
Overseas Operations for Information Resource Management, YW119	\$2,025
Overview of Federal Assistance Financial Management, PA367	\$65
Overview of Foreign Service Retirement Systems for HR, PA332	\$125
Pakistan Familiarization, RS417	\$970
Passport and Nationality, PC536	\$575
Passport and Nationality for Domestic Adjudicators, PC536B	\$385
Passport Data Security Awareness, PC441	\$65
Passport Operations Officer Seminar, PA205	\$625
Pathways to Success, PK111	\$660
Personal Finances and Investments for Foreign Affairs Personnel, MQ852	No Charge
Personal Identity Verification Module 2, PS820	\$65
Personal Protective Equipment, PA486	\$65
Petroleum and Gas Industry, PE127	\$605
Planning, PA280	\$60
Political/Economic Counselor Seminar, PE300	\$605
Political/Economic Tradecraft, PG140	\$1,820
Political-Military Affairs, PP505	\$945
Political Training for Foreign Service Nationals, PP217	\$1,890
Population, Refugee and Migration Monitoring and Evaluation of Humanitarian Assistance, PP528	\$565
Population, Refugee and Migration Officers Monitoring and Evaluating Workshop, PP518	\$945
Population, Refugee and Migration Officers Orientation, PP516	\$945
Position Management in Global Employment Management System Processing, PA192	\$120
Post Allowance: Retail Price Collecting, PA463	\$65
Post Community and Country Research, MQ899	\$65
Post Management Officer Tradecraft, PA335	\$500

Course Title	Tuition
Post Options for Employment and Training, MQ703	\$195
Pre-Deployment Preparation for High Stress Assignments, MQ940	No Charge
Presenting Effectively to the Media, PT301	\$730
Principles of Appropriation Law, PA215	\$500
Processing Security Advisory Opinions, PC440	\$65
Productively Managing Stress, PT251	\$380
Professional Development for CLO (Regional), PD545	\$3,365
Professional Development for CLO (Worldwide), PD515	\$1,345
Professional Development Seminar for Foreign Service Office Management Specialists, PK302	\$2,200
Professional Tradecraft for HR/CDA Staff, PA239	\$875
ProjNet SM Facilitating Design and Construction Communication, PA526	\$65
Promoting Human Rights and Democracy, PP530	\$565
Property Management and NEPA Training, PA562	\$625
Property Management & Warehousing Workshop, PA563	\$625
Property Management for Custodial Officers, PA169	\$65
Protecting Personally Identifiable Information, PA459	\$65
Protocol and U.S. Representation Abroad, MQ116	\$195
Protocol Assistants Workshop, PA267	\$1,100
Public Diplomacy Tradecraft for Exchanges and Educational and Cultural Programs, PY140	\$3,335
Public Diplomacy Tradecraft for Information and Media Affairs, PY138	\$3,335
Purchase Card Designated Billing Official Training, PA300	\$65
Purchase Card Program Coordinator Training, PA299	\$65
Purchase Card Self-Certification Training, PA297	\$65
Putting Adult Learning into Practice, PD537	\$675
Raising Bilingual Children, MQ851	No Charge
Reading and Understanding Fiscal Data, GFS10	No Charge
Real Property Management, PA420	\$65
Realities of Foreign Service Life, MQ803	\$195
Regional Consular Officers Workshop, PC114	\$480
Regional Emergency and Evacuation Network-HF, YW345	\$1,010
Regional Multilateral Negotiations, PP523	\$660
Regional Workshop for Consular Foreign Service Nationals, PC106	\$480
Regulations, Allowances and Finances in the Foreign Service Context, MQ104	\$395
Religion and Foreign Policy, PP225	\$565
Resource Economics Seminar, PE142	\$605
Retirement Planning Workshop, RV101	\$755
Running Effective Meetings, PT217	\$425
Russia: Cultural Interactions and Connections, AR950	\$65
Satellite Communication Terminals SC-3 and SC-7 Retrofit Operations and Maintenance, WY438	\$1,010
SC-9 Satellite Terminal Operations, YW436	\$1,010
SC-9 Satellite Terminal Troubleshooting, YW437	\$1,010
Security+, YW261	\$1,620
Security Overseas Seminar, MQ911	\$395 Single \$415 Group

Course Title	Tuition
Security Overseas Seminar, Youth, MQ914 (No charge when parent is enrolled in MQ911)	\$195 first child \$20 ea additional child
Seminar on Advanced Cultural Diplomacy, PY343	\$835
Seminar on Cultural, Educational and Exchange Programs for Public Diplomacy, PY342	\$835
Senior Executive Threshold Seminar, PT133	\$1,895
Senior LE Staff Seminar, PA268	\$625
Servicing Served Agencies, GFS13	No Charge
Simplified Acquisition Procedures, PA229	\$65
Simulated Operations, YW286	\$2,025
Singles in the Foreign Service, MQ203	No Charge
SIPRNet in the Department of State Environment, PS416	\$110
SMART End-User Training, PS531	\$130 DL \$65
SMART Messaging: A Course for Users, PS530	No Charge
SMART Messaging: A Course for System Administrators, PS532	\$65
SMART System Administrator: Messaging Operations, YW533	\$1,010
Social Media Practitioner's Workshop, PY363	\$335
Special Contracts Workshop, PA255P	\$625
Special Education Needs Overseas Seminar, MQ118	\$195
Staff Development Training, PD526	\$675 per day
Starting Right: Seminar for Program Directors, PT213	\$640
Strategic Planning and Performance Measurement, PD529	\$65
Strategic Planning for Public Diplomacy, PY402	\$65
Strategic Planning Workshop for Public Diplomacy, PY219	\$500
Supervising a Cashier, PA217	\$625
Supporting CA Systems and Applications, PS310	\$2,565
System Administration for MS SQL Server, YW336	\$2,025
TAGS and Terms, PK324	\$65
Targeting the Job Market, MQ704	\$195
Tax Seminar, MQ117	No Charge
Team Building, PA282	\$60
Team Building, PT129	\$380
Team Leadership, PT215	\$425
Telecommunications Industry, PE131	\$245
The Ultimate 360: Comprehensive Feedback Instruments for Senior Executives, PT306	\$365
Time Management, PA283	\$60
Trade Agreement Monitoring and Implementation, PE222	\$605
Training and Presentation Skills, PD513	\$2,020
Training Design Workshop, PD512	\$2,020
Training Evaluation Workshop, PD518	\$1,345
Training Tradecraft, PD505	\$3,365
Transformational Diplomacy Overview, PT319	\$65
Transition to Washington for Foreign-Born Spouses, MQ302	No Charge
Travel Documents – Automated Processing, PK205	\$440
Travel Policies and Procedures at Post, PA244	\$65
Travel Policies and Procedures for Domestic Offices, PK195	\$65

Course Title	Tuition
Traveling with Pets, MQ855	No Charge
Ukraine: Cultural Interactions and Connections, AR965	\$65
Understanding International Cultural Heritage, PY440	\$65
Understanding the Interagency: A Primer for National Security Professionals, PT331	\$1,825
U.S. Global Investment Policy, PE266	\$245
U.S. Role in Multilateral Development Banks, PE264	\$245
Valuing Diversity in the Workplace, PT225	\$215
Valuing Employees – An OBO Workshop for OBO Managers, PT231	\$285
VIP Visits: Basic Managing Hotels and Control Rooms, PA475	\$65
VIP Visits: Effective Transportation, Motorcade and Baggage Support, PA476	\$65
VIP Visits: Funding and Procurement, PA474	\$65
Voice Over IP Fundamentals, YW298	\$2,025
Voucher Examiner Course, PA480	\$65
Vouchering and Certification, PA216	\$625
Washington Energy Seminar, PE228	\$365
Washington Tradecraft, PT203	\$495
Web.ICASS, GFS32	No Charge
Web.PASS Expendable Supplies: Basic Recordkeeping, PA436	\$65
Web.PASS Expendable Supplies: Inventory Management and Reports, PA437	\$65
Web.PASS Post Personnel: American Track, PA432	\$65
Web.PASS Post Personnel: Local Hire Track, PA431	\$65
Web.PASS Procurement Accounting Department, PA423	\$65
Web.PASS Procurement: Basic Overview, PA421	\$65
Web.PASS Procurement: Contracting Officer, PA425	\$65
Web.PASS Procurement: Financial Management Officer, PA424	\$65
Web.PASS Procurement: Procurement Department, PA422	\$65
Web.PASS Procurement: Receiving Department, PA426	\$65
Web.PASS Procurement: Vouchering Department, PA427	\$65
Web.PASS System Administrator, YW425	\$1,010
Web.PASS Vehicle Registration and Maintenance, PA429	\$65
Web.PASS Visitor Management, PA428	\$65
Web.PASS Work Order for Windows, PA438	\$65
WebRABIT State Program and PD Budget Preparation Tool, PA368	\$65
Windows 7 Administration, YW426	\$1,010
Working with ICASS, PA214	\$500
Working with Returnees from High Stress Posts, PT450	Brown Bags No Charge
	Classroom \$190
	DVC \$65
	Webinars \$65
Workshop for Senior American Citizen Services Foreign Service Nationals, PC122	\$480
Workshop on Cultural, Educational and Exchange Programs for Public Diplomacy, PY341	\$500

Tuition Rates for FY2012

Course Title	Tuition
Workshop for Senior Immigrant Visa Foreign Service Nationals, PC123	\$480
Workshop on Information Resource Centers and American Corners, PY352	\$835
Workshop for Senior Nonimmigrant Visa Foreign Service Nationals, PC121	\$480
World Trade Organization History and Core Principles, PE223	\$65
Writing for the Media, PY433	\$65
Writing Specific Objectives, PD551	\$65
Writing Skills I - Grammar Fundamentals, PK325	\$1,100
Writing Skills II - Intermediate Business Writing, PK326	\$1,100
Writing Skills III - Advanced Business Writing, PK327	\$440
Young Diplomats Day, MQ250	No Charge

LANGUAGE STUDIES – ADDITIONAL INFORMATION

- Agencies should formally enroll their students at least six weeks prior to the course start date.
- Because of limitations in facilities and staff, tutorials must be specially arranged with the School of Language Studies in advance of the desired start date. Use of Multimedia Lab is **not** included in tuition.
- Once classes have started, agencies will be billed for full weeks regardless of federal holidays.
- Agencies will not be billed for the vacation week.
- Advanced Area Studies are integrated into Basic Language Training and included in the tuition rates. (Advanced Area Studies are neither included nor billed for FAST language courses.)
- Forty-four-week courses may have a period when the instructional staff assess student progress and plan curriculum adjustments. During this period, students may engage in self-study, use the Multimedia Lab, take annual leave, or engage in other activities by arrangement with their agency. Some staff may be available for consultation by appointment. Certain 44-week courses have a special orientation during the break. Tuition will be charged during this period.
- If an Agency determines that the “end date” of language or training is to be different from the scheduled “end date,” five working days notice must be provided to FSI.
- Agencies will be billed for “no-shows.” FSI requires five days notice in writing indicating a student’s withdrawal.

Course Title	Tuition
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LANGUAGE TESTING – ADDITIONAL INFORMATION

- Employees of non-State agencies may arrange for proficiency and MLAT testing on a reimbursable basis.
- The cost of language proficiency tests is included in the tuition for **only** Basic and Beyond Three Advanced language training (L_100/101), if the student receives at least 100 hours of training.
- The cost of language proficiency test is **not** included in the tuition for other language training, including tutorial, regardless of the number of training hours.
- “No-Shows” for scheduled language tests will be billed at the full test rate.

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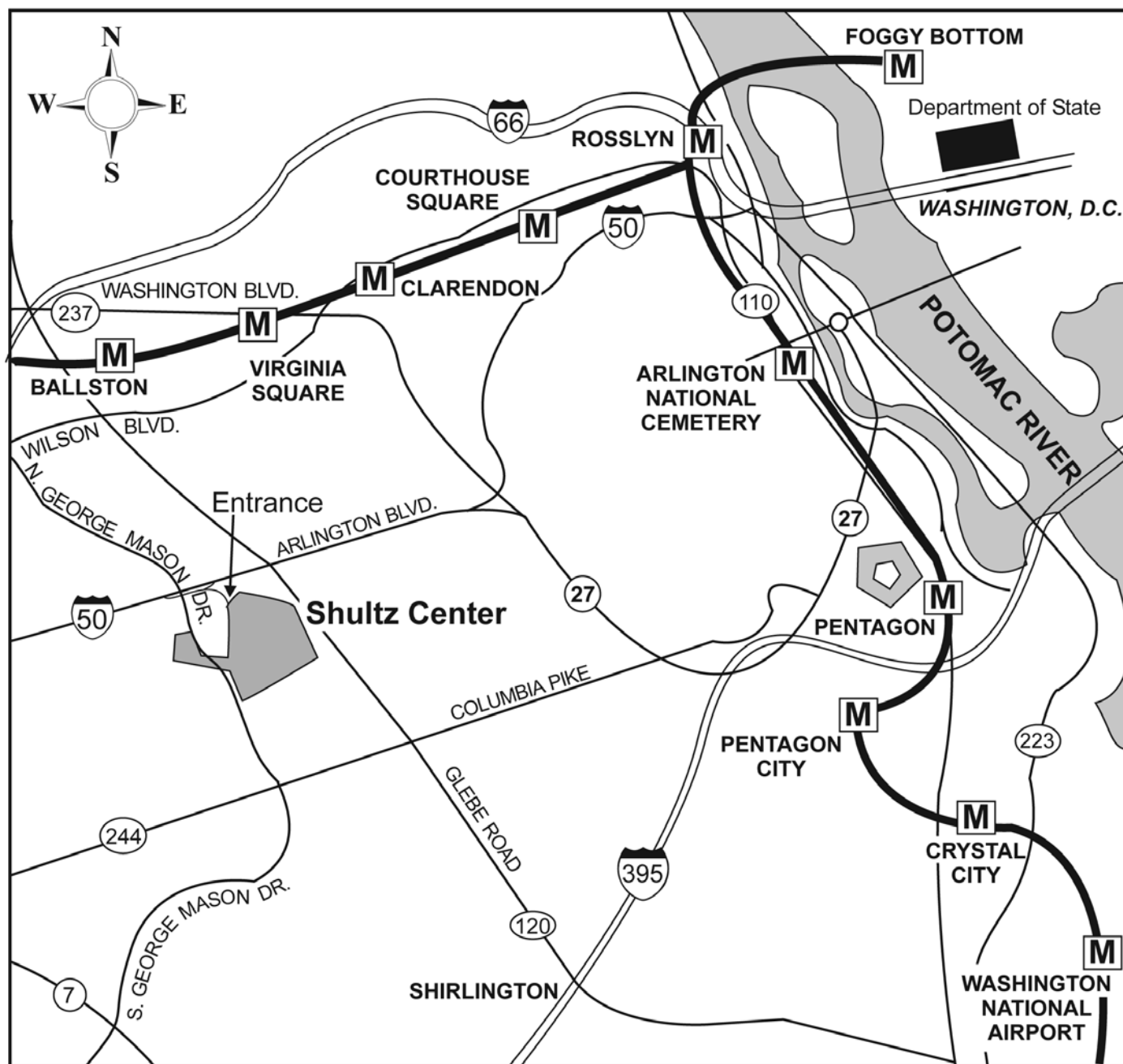
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DIRECTIONS

The George P. Shultz National Foreign Affairs Training Center is located at the junction of Arlington Boulevard (Route 50) and George Mason Drive. Traveling west from Washington, D.C. on Arlington Boulevard, exit on the right at George Mason Drive, turning left at the traffic light. Turn left again at the next traffic light at the end of the overpass, onto Arlington Boulevard service road. Enter the Shultz Center at the second entrance on the right.

